



YMCA Employment/Volunteer Application Form

Applying for: Employment Volunteer

Position being applied for: _____

Date available to begin work _____

PERSONAL DATA

Last Name _____ Given Name _____ Initial _____

Address _____ Apt. # _____

City _____ Province _____ Postal Code _____

Home Telephone # _____ Other Telephone # _____

Email Address _____

Are you over 18 years of age? Yes No

Are you legally entitled to work in Canada? Yes No

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as entire employment history. Additional information may be attached on a separate sheet.

EDUCATION

Highest grade or level completed _____

License, certificate, diploma or degree awarded? Yes No

Type: Community College University

Length of Program _____

Name of Program _____

Diploma/Degree Awarded _____

Major subject _____

Licenses or certificates awarded _____

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WORK RELATED SKILLS

Describe any of your work related skills, experience or training that relate to the position being applied for.

EMPLOYMENT HISTORY

Function/Responsibilities _____
Name of present/last employer/job _____
Period of employment From: _____ To: _____

Function/Responsibilities _____
Name of present/last employer/job _____
Period of employment From: _____ To: _____

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Name of present/last employer/job _____
Period of employment From: _____ To: _____

PROFESSIONAL REFERENCES

A minimum of two professional references is required, at least one of which must be a former supervisor/manager. Two of three references must be unrelated to the YMCA of Owen Sound Grey Bruce.

Name:	Title:	Organization Name	Telephone and Email:
1			
2			
3			

Statement of Understanding

- I understand that as a volunteer/staff at the YMCA of Owen Sound Grey Bruce I am expected to conduct myself in a manner that is ethical, legal and that will reflect well upon the YMCA and that I will not put myself in a conflict of interest position.
- I understand that a Criminal Record and Judicial Matters Check and Vulnerable Sector Check will be required to be submitted for review prior to starting employment/volunteering if I am 18 years of age or older.
- I do not have any accusations of misconduct against me and there is nothing known to me that could prevent me from doing the applied for work.

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I have no charges or convictions under the *Criminal Code of Canada* for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*

OR

I am currently the subject of charges under the *Criminal Code of Canada* or I have been convicted of a criminal offence under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has not been issued or granted. (In this case please provide the details below):

- 1. a) Date: _____
- b) Court Location: _____
- c) Charges/Conviction: _____

I hereby declare that the foregoing information is true and complete to my knowledge; I understand that a false statement may disqualify me from employment/volunteering or cause my dismissal.

Have you attached an additional sheet? Yes No

Signature of Applicant _____	Date _____
Date received: _____	
References checked: _____	
Staff Signature	Date

PRIVACY STATEMENT

The YMCA of Owen Sound Grey Bruce is committed to protecting personal information by following responsible information handling practices, in keeping with privacy laws. We collect, use and disclose personal data in order to better meet your service needs, to ensure a safe environment while you are visiting our centres, for statistical purposes, to inform you about the YMCA program or service in which you are registered, to complete payment transactions and to satisfy government and regulatory obligations. You may also hear from us periodically about other YMCA programs, services and opportunities that may interest and benefit you. We do not sell, trade or otherwise share our mailing lists. However, if at any time you wish to be removed from a Y mailing, simply contact us by phone (519) 376-0484. Please allow 15 business days to allow us to update our records accordingly.