

EDUCATION	PRINT NAME, CITY & STATE FOR EACH SCHOOL LISTED	DATES	TYPE OF COURSE OR MAJOR	GRADUATED?	DEGREE
High School					
College					
College Post-Graduate					
Trade, Business School					
Other					

Are you presently in school? Yes No If yes, give expected completion date: _____

List courses you are taking: _____

If not a high school graduate, indicate highest grade completed: _____

If not a high school graduate, have you earned a General Educational Development (GED) or high school equivalency? Yes No

SPECIAL SKILLS

Describe any volunteer work, other experience, interest, training, or honors received in connection with your service to any organizations which you consider relevant to your ability to perform the job sought: _____

List all current special license(s), permit(s), certification(s) and level or credited hours. (e.g. CPR; lifeguard; first aid)

Type	Level	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

List Proficiency in equipment or machinery or special skills that you possess that will strengthen your ability to perform the functions of the position you seek: _____

List of spoken languages: _____

EMPLOYMENT

LIST ALL POSITIONS YOU HAVE HELD, BEGINNING WITH YOU MOST RECENT. INCLUDE SELF-EMPLOYMENT AND VOLUNTEER WORK. ATTACH AN ADDITIONAL SHEET IF NECESSARY.

Current or Last Employer: _____ Employed/Volunteered from: _____ to _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: (____) _____
Name and Title of Immediate Supervisor: _____ Your title: _____
Major Duties performed in this position: _____

Do you have any supervisory experience? Yes No If yes, describe: _____
Indicate reason(s) for terminating: _____
What did you like most about that previous job/volunteer position? _____
What did you like least about that previous job/volunteer position? _____
May we contact the employer at your previous job/volunteer position while we are considering your application?
Yes No

Previous Employer: _____ Employed/Volunteered from: _____ to _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: (____) _____
Name and Title of Immediate Supervisor: _____ Your title: _____
Major Duties performed in this position: _____

Do you have any supervisory experience? Yes No If yes, describe: _____
Indicate reason(s) for terminating: _____
What did you like most about that previous job/volunteer position? _____
What did you like least about that previous job/volunteer position? _____
May we contact the employer at your previous job/volunteer position while we are considering your application?
Yes No

Previous Employer: _____ Employed/Volunteered from: _____ to _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: (____) _____
Name and Title of Immediate Supervisor: _____ Your title: _____
Major Duties performed in this position: _____

Do you have any supervisory experience? Yes No If yes, describe: _____
Indicate reason(s) for terminating: _____
What did you like most about that previous job/volunteer position? _____
What did you like least about that previous job/volunteer position? _____
May we contact the employer at your previous job/volunteer position while we are considering your application?
Yes No

PERSONAL REFERENCES

*Not relatives or employers

FULL NAME	ADDRESS AND PHONE NUMBER	FIRM NAME, ADDRESS, AND PHONE NUMBER	POSITION OR OCCUPATION	HOW LONG KNOWN
LIST BELOW THE NAMES OF RELATIVES, FRIENDS, OR ACQUAINTANCES EMPLOYED BY THIS ASSOCIATION AND THEIR RELATIONSHIP TO YOU:				

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by the Y of West San Gabriel Valley. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide the Y of West San Gabriel Valley (its authorized employees, agents or representatives) with my relevant information that may be required to arrive at a decision to permit me to volunteer or be employed and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal to permit me to volunteer or be employed.

In the event that I am permitted to volunteer or be employed, I understand that all volunteers and employees are subject to termination at the discretion of the YMCA of West San Gabriel Valley. If, in the event that I choose to voluntarily terminate my employment, I am free to do so at any time; if I choose to give proper notice of termination, the association may either permit me to continue as a volunteer during the notice period or may accept my resignation immediately.

I understand that, if permitted to volunteer or be employed, any misrepresentation made by me completing this application shall be considered as sufficient cause for my dismissal without advance notice.

I authorize the Y of West San Gabriel Valley to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

In the event of my being permitted to volunteer or be employed, I will comply with all rules and regulations as set forth by the YMCA of West San Gabriel Valley or other communications distributed to employees and understand a condition of my continued volunteering or employment will be my compliance with the Y's controlled substance abuse and testing policy. I have read, understand, and support the YMCA of West San Gabriel Valley's position on the problem of child abuse.

I also understand that my being permitted to volunteer or be employed is conditional upon my satisfactorily passing a physical examination and/or drug screening, if one is requested, to be given by a physician or registered nurse selected by the YMCA of West San Gabriel Valley, and until results of my driving record, my criminal history record, reference checks, and other documents required by law are completed, and until information given by me has been verified.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for being permitted to volunteer or be employed unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

CONVICTIONS: A conviction does not automatically mean you will not be permitted to volunteer or be employed. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts, so that a fair decision can be made.

I have read the above statement and accept the same as a condition of my being permitted to volunteer at the Y of West San Gabriel Valley.

Signature of Applicant

Date



YMCA of WEST SAN GABRIEL VALLEY

CODE OF CONDUCT

"Staff" refers to all YMCA employees, instructors, board members, coaches, assistants, instructor aides, substitutes and volunteers. "Participants" refers to all members, program participants, community service workers, non-YMCA maintenance and construction workers, guests, and visitors.

1. Staff will interact with participants and other staff with respect and consideration, treating everyone equally regardless of sex, race, religion, culture, or sexual orientation. The YMCA of West San Gabriel Valley is an equal opportunity employer and supervisors will not discriminate when hiring staff.
2. Staff will portray a positive role model and act in a carrying, honest, respectful, and responsible manner, maintaining an attitude of patience, courtesy, tact and maturity.
3. While the YMCA does not discriminate against an individual's lifestyle, it does require that staff abide by the standards of conduct set forth by the YMCA in the performance of their job.
4. Staff will appear clean, neat, and appropriately attired.
5. Staff will report to work on time as scheduled or notify supervisor.
6. Staff will properly record hours worked and turn in time sheets when due.
7. Staff will not falsify any YMCA records.
8. Staff will carry out job assignments and follow supervisors' instructions.
9. Staff must be free of physical and psychological conditions that might adversely affect participants' physical or mental health.
10. Staff will not discuss confidential matters with anyone outside of the YMCA or with unauthorized employees. Lists of participants, confidential materials, and restricted information will not be removed from the facility or discussed with or shown to anyone under any circumstances without authorization.
11. Staff will not gossip in the workplace.
12. Staff will not carry weapons on YMCA property or into YMCA programs.
13. Staff will not steal, or attempt to steal YMCA, members, participants, or staff property.
14. Staff will not intentionally destroy YMCA property or property where YMCA programs are held, or advocate or participate in unlawful seizure of YMCA property or property where YMCA programs are held.
15. Staff will not be on YMCA property during closed hours without authorization from the executive director.
16. Staff will not use the Internet inappropriately.
17. Staff shall portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff will notify the YMCA of a conviction or arrest.
19. Staff will not use profanity, abusive language; tell inappropriate jokes, or share intimate details of personal life in front of members, participants, or other staff.
20. Staff will not smoke or use tobacco in the presence of participants. Smoking in and around the YMCA Facility and programs is prohibited.
21. Staff will refrain from intimate displays of affection towards others during working hours.

22. Staff will not engage in sexual, religious, racial, ethnic, or any other kind of harassment towards members, participants, or other staff.
23. Staff will not abuse participants or other staff in any of the following manners: physical abuse – striking, spanking, shaking, slapping; verbal abuse – humiliating, degrading, threatening; sexual abuse – inappropriate touching or verbal exchange, molestation, indecent exposure; mental abuse – shaming, withholding love, cruelty; neglect – withholding food, water, basic care, etc. Any type of abuse will not be tolerated and may be cause for immediate dismissal.
24. Staff will respect participants’ right not to be touched in ways that make them feel uncomfortable. Other than diapering, staff will not touch areas of participants’ bodies that would be covered by a bathing suit.
25. Staff will read and sign all policies related to preventing, identifying, documenting, and reporting child abuse, and attend training as instructed by a supervisor.
26. Staff ages 18 and over will not date participants ages 17 and under.
27. Staff will not transport participants ages 17 and under in their own vehicles.
28. Staff ages 18 and over will not be alone with participants ages 17 and under outside of the YMCA. This includes babysitting, sleepovers, and inviting youth to staff’s home. Staff ages 17 and under will not be alone with participants ages 12 and under outside of the YMCA. Any exceptions require a written explanation before the fact and are subject to administrative approval.
29. Staff will never leave participants ages 12 and under unsupervised
30. At no time during a YMCA program will YMCA staff age 18 and over be alone with a participant age 17 and under. At no time will any YMCA staff be alone with a participant 12 and under.
31. If working with children, staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than criticism, competition and comparison. Staff will have age-appropriate expectations and set up or follow guidelines that minimize the need for confrontation or discipline. Physical restraint is used only in pre-determined situations (i.e. necessary to protect someone from harm) and must be documented in writing.
32. If working with children, staff will conduct a health check of each participant each day, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the participant or the participant’s parent/guardian in a non-threatening manner. Any questionable marks or responses will be documented.
33. If working with children, staff will not release youth ages 12 and under to anyone other than authorized individual on file with the YMCA.
34. If working with children, staff will conduct or supervise private activities for participants, such as diapering, putting on bathing suits, taking showers, etc., in pairs. When this is not feasible, staff will be positioned so they are visible to others.

I understand the above list is illustrative of the type of conduct that is expected, but not inclusive of all conduct that is not tolerated. The Employee Personnel Packet provides further guidance of rules and regulations, I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Date

Employee Name

If under 18, parent/guardian Signature



Substance/Alcohol Abuse and Testing Policy

It is the policy of The YMCA of West San Gabriel Valley to ensure a healthy and safe environment free from substance use/abuse within the programs, activities, and premises of the YMCA in accord with its mission statement to promote wellness in spirit, mind and body. The possession, use, manufacturing, or distribution of alcohol and illegal drugs and illegal possession, use, or distribution of prescription drugs within the programs, activities and premises of The YMCA of West San Gabriel Valley, and other facilities where YMCA programs are held, will not be tolerated. Illegal actions will be reported to the Alhambra Police Department and to the offices of Drug Enforcement.

Off-the-job illegal drug activity or alcohol abuse could have an adverse effect on an employee's job performance and could jeopardize the safety of other employees, the public, association equipment, and the YMCA's relations with the public, and therefore, will not be tolerated. Under no circumstance should any of our employees possess, use, manufacture, or distribute illegal drugs outside of work hours. Under no circumstance should any of our employees be illegally using or illegally under the influence of alcohol. Employees who violate this policy are subject to disciplinary action, including dismissal.

Each individual associated with The YMCA of San Gabriel Valley will assume personal responsibility for his/her own actions. Anyone with knowledge of illegal possession, use, manufacturing, or distribution of illegal drugs or alcohol within YMCA programs, activities, and/or premises is to report the facts of the case to his/her supervisor or Human Resources, respecting the confidentiality of that communication.

A "zero tolerance" attitude will be enforced. Final decision as to the actions taken based upon the facts of each individual case rests with the President of the Board of Directors and the Executive Director of The YMCA of West San Gabriel Valley. Any employee may be requested to be tested for substance or alcohol abuse. Results of these tests will be shared with the appropriate YMCA staff and may be used to determine employment or continued employment. Employees suspected of involvement in substance abuse will be placed on suspension without pay until official determination of involvement has been completed. A positive determination will result in immediate termination of employment with forfeiture of all benefits prior to the suspension date. A negative determination will result in reinstatement to the same or equal position. If an employee is charged and awaiting trial for illegal activities, he/she will be placed on leave without pay until legal determination is completed.

Request for reemployment following drug rehabilitation will be considered on an individual basis with recommendation from the President of the Board of directors and the Executive Director.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE POLICY

I hereby acknowledge that I have read and understood the above policy and agree to adhere to the policy.

Signature of Applicant

Date

If under 18, signature of parent or guardian

AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE



The YMCA of West San Gabriel Valley's Position Addressing the Nationwide Problem of Child Abuse

THE YMCA OF WEST SAN GABRIEL VALLEY MAKES EVERY EFFORT TO PREVENT CHILD ABUSE

Some examples include, but are not limited to:

- A thorough background check, including but not limited to, criminal background checks, references of past employers, personal references, the military, educational institutions, volunteer organizations, civic groups, personal character and extra-curricular activities.
- Convicted or registered sex offenders are excluded from membership, employment, volunteering and program, at the YMCA. Offenders are not allowed onto YMCA property or to loiter in the vicinity of YMCA programs and activities.
- The YMCA of West San Gabriel Valley does not condone child abusers and this YMCA will be seeking information in an applicant's background related to child abuse.
- Allegations or suspicions of child abuse are taken seriously and will be reported to the State/local authorities for investigation.
- Programs are structured so that no staff member is left alone with children.
- All staff and volunteers must undergo Child Protection Training.
- Periodic interviews and evaluations are conducted with children and parents about day to day experiences, encouraging reports of anything out of the ordinary.
- Staff will not fraternize with children outside the programs, including baby-sitting or inviting children home.
- Testing for illegal substances.

The YMCA of West San Gabriel Valley's goals for all programs are:

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive YMCA environment of safety, support, and care.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE CHILD ABUSE PREVENTION STATEMENT.

I certify that I have read the above statement and accept the same as a condition of my employment with The YMCA of West San Gabriel Valley.

Signature of Applicant

Date

If under 18, signature of parent or guardian

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