



# Santa Anita Family YMCA Volunteer Application

Background Check: \_\_\_\_\_

Date: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Type or Print in Ink**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street Apt. # City State/Zip

Previous address,  
 if less than 2 years @ above: \_\_\_\_\_  
Number Street Apt. # City State/Zip

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Birth Date \_\_\_\_\_

Social Security Number: \_\_\_\_\_

### Type of Volunteer Work Desired:

Policy Volunteer (Committee): \_\_\_\_\_ Program Volunteer : \_\_\_\_\_ Date Available \_\_\_\_\_

Total hours available per week \_\_\_\_\_ Program Area \_\_\_\_\_

Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times							
Hours							

### Education:

School	Name & Address of School	Course of Study	Years Completed	Diploma Degree
High School				
College				
Other (Specify)				

List Professional Licenses and / or Certificates that you hold currently	Date Issued	Date Expires	Number & State	Was license / certification ever revoked or suspended?

Have you ever been employed by or volunteered at any YMCA? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give location and dates: \_\_\_\_\_

Other than English, what language do you read, write and / or speak fluently? \_\_\_\_\_

Have you been convicted of a criminal offense in the last 10 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you physically able to perform the essential functions of the position for which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Employment:**

List below your present employer.

Employer		Dates employed		
		From	To	Work Performed
Address				
		Hourly Rate/Salary		
		Starting	Final	
Telephone number(s)				Reason for leaving
Job Title	Supervisor			

May we contact your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Volunteer Service:**

List below all present and past volunteer service, beginning with your most recent. Length of Service

1.		
2.		
3.		
4.		

**References:** Please submit three (3) references. Do not write in shaded areas.

1. \_\_\_\_\_ ( \_\_\_\_\_ )  
Name Telephone Number

\_\_\_\_\_ Address

Reference Checked By:	Comments:	Date
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2. \_\_\_\_\_ ( \_\_\_\_\_ )  
Name Telephone Number

\_\_\_\_\_ Address

Reference Checked By:	Comments:	Date
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3. \_\_\_\_\_ ( \_\_\_\_\_ )  
Name Telephone Number

\_\_\_\_\_ Address

Reference Checked By:	Comments:	Date
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If the position you are applying for includes driving a YMCA Vehicle, then submit a copy of your Motor Vehicle Driving Record (MVR).

Driver's License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Applicant's Statement:**

I *certify* that the statements made by me in this application are true, complete and to the best of my knowledge and belief and are made in good faith. I understand and agree that misstatements or omission of material fact(s) may be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

YMCA is an at-will employer and the employment relationship may be ended by either party at any time with or without cause and / or notice. Employees may be required to be fingerprinted for check of convictions.

I *Authorize* the YMCA to thoroughly investigate my references, work record, criminal record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the YMCA any and all information related to my work records, without giving me prior notice of such disclosure.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**NOTICE AND CONSENT CONCERNING CONSUMER AND INVESTIGATIVE REPORTS**

This form, which you should read carefully, has been provided to you because the Santa Anita Family YMCA may request consumer reports in connection with your application for employment or during the course of your employment with Santa Anita Family YMCA, if any, or for other employment-related purposes.

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. If applying for a position where I may supervise, discipline, or care for minors, I understand that this information may include all criminal and arrest records allowed under California Penal Code § 11105.3, and that I may be required to submit fingerprints in a manner required by the Santa Anita Family YMCA. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Any information contained in such reports may be taken into consideration in evaluating your suitability for employment, promotion, reassignment or retention as an employee.

**CONSENT STATEMENT**

I have carefully read and understand this notice and consent form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to the Santa Anita Family YMCA (1) in conjunction with my application for employment, and (2) during the course of my employment, if any. I further understand that this consent will apply during the course of my employment with Santa Anita Family YMCA, should I obtain such employment. I understand and agree that this consent will remain in effect indefinitely. I further understand that any and all information contained in my job application or otherwise disclosed to Santa Anita Family YMCA by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by Santa Anita Family YMCA and confirm that all such information is true and correct. I understand and acknowledge that nothing in this Notice and Consent is intended to be, or is, an offer of employment or a promise of continued employment. If employed by Santa Anita Family YMCA, my employment will not be for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by Santa Anita Family YMCA.

By placing a check here , I am requesting that I be furnished with a copy of any consumer report that is obtained or used in connection with my application for employment.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AUTHORIZATION TO OBTAIN BACKGROUND INFORMATION FOR EMPLOYMENT PURPOSES**

**(Caution: Please read carefully the contents of this notice before you sign it!)**

I understand that in connection with the application process, the Santa Anita Family YMCA may request information from my past employers, educational institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I also understand that such investigation may include a review of my credit history and any criminal records. In order to assist the Santa Anita Family YMCA in obtaining documents and information to confirm my background, if necessary, I hereby consent to the release of information more specifically described below.

Initials \_\_\_\_\_

I request, authorize and consent to the release of information to the Santa Anita Family YMCA regarding my previous employment and authorize all past employers or agents that they may designate, to respond to verbal or written inquiries from the Santa Anita Family YMCA regarding my employment record, including, but not limited to, positions held, dates of employment, last pay rate, work performance, disciplinary records, reliability, and any incidents of dishonesty, insubordination, violence, and/or unsafe, harmful or threatening behavior, including information based upon materials in my personnel files.

Initials \_\_\_\_\_

**I request, authorize and consent to the Santa Anita Family YMCA's contacting the personal references identified in my application for purposes of confirming information contained in my application for employment. I specifically request, authorize and consent to the Santa Anita Family YMCA's verbal or written inquiries addressed to my personal references about information contained in my application, as well as my reliability, honesty and potential tendency, if any, to engage in any form of violence or other harmful, unsafe or threatening behavior.**

Initials \_\_\_\_\_

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_