





**Employment Application**

| <b>Employment History</b>   |                     | <b>List all previous employment during the past seven years starting with the most recent. Use additional sheets if needed.</b> |  |  |
|---|---------------------|---|--|--|
| Employer  | Telephone<br>(    ) | <u>Dates Employed</u><br>From: ___/___<br><br>To:    ___/___  | Summarize the nature of the work performed and job responsibilities. |  |
| Address   |                     |   |  |  |
| Job Title   |                     |   |  |  |
| Immediate Supervisor and Title  |                     |   |  |  |
| Reason for Leaving  |                     |   |  |  |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No                                      |                     |   |  |  |
| Employer  | Telephone<br>(    ) | <u>Dates Employed</u><br>From: ___/___<br><br>To:    ___/___  | Summarize the nature of the work performed and job responsibilities. |  |
| Address   |                     |   |  |  |
| Job Title   |                     |   |  |  |
| Immediate Supervisor and Title  |                     |   |  |  |
| Reason for Leaving  |                     |   |  |  |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No                                      |                     |   |  |  |
| Employer  | Telephone<br>(    ) | <u>Dates Employed</u><br>From: ___/___<br><br>To:    ___/___  | Summarize the nature of the work performed and job responsibilities. |  |
| Address   |                     |   |  |  |
| Job Title   |                     |   |  |  |
| Immediate Supervisor and Title  |                     |   |  |  |
| Reason for Leaving  |                     |   |  |  |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No                                      |                     |   |  |  |
| Employer  | Telephone<br>(    ) | <u>Dates Employed</u><br>From: ___/___<br><br>To:    ___/___  | Summarize the nature of the work performed and job responsibilities. |  |
| Address   |                     |   |  |  |
| Job Title   |                     |   |  |  |
| Immediate Supervisor and Title  |                     |   |  |  |
| Reason for Leaving  |                     |   |  |  |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No                                      |                     |   |  |  |
| Please explain any gaps in your employment history.   |                     |   |  |  |
|   |                     |   |  |  |
| What other business experience, personal experience, or training have you had that may have prepared you for this position? |                     |   |  |  |
|   |                     |   |  |  |
|   |                     |   |  |  |

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**Personal References 3 Required 4 Preferred, Do not list past employers.**

|                             |                               |            |             |
|-----------------------------|-------------------------------|------------|-------------|
| Name                        | Relationship                  | Occupation | Years known |
| Primary Phone Number<br>( ) | Secondary Phone Number<br>( ) | Email      |             |
| Name                        | Relationship                  | Occupation | Years known |
| Primary Phone Number<br>( ) | Secondary Phone Number<br>( ) | Email      |             |
| Name                        | Relationship                  | Occupation | Years known |
| Primary Phone Number<br>( ) | Secondary Phone Number<br>( ) | Email      |             |
| Name                        | Relationship                  | Occupation | Years known |
| Primary Phone Number<br>( ) | Secondary Phone Number<br>( ) | Email      |             |

**Application Acknowledgement and Authorization**

**Please read all statements and sign below:**

I authorize both the Central Connecticut Coast YMCA (CCCY) and persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check.

I certify that all information provided by me in this application is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with CCCY employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

I further understand and agree that granting me an interview or scheduling or conducting any pre-employment tests or screens does not constitute a promise of employment or create a contract of employment. No promises or inducements to take employment have been made and no contracts regarding employment have been offered; and I understand and agree that no such promises, inducements, or contracts are binding upon the CCCY unless made in writing and signed by the President/CEO. I understand that, other than the CEO of the CCCY, no manager, supervisor, or representative of the YMCA has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the CEO of the CCCY has the authority to make any agreement contrary to the foregoing and then only in writing.

If I am employed by the CCCY I understand that it will be an at-will employment relationship, meaning that my employment can be terminated, with or without cause and with or without notice, at any time at the option of the CCCY or myself. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the CCCY.

I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States. I understand that this application is only valid for the position applied for at present and that the CCCY is not obligated to retain or consider this application for future openings. If hired, I agree to abide by CCCY policies and rules at all times. I acknowledge that I have read the above statements and understand them.

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

**Thank you for taking the time to fill out this application and choosing the Central Connecticut Coast YMCA as a preferred employer.**