

# YMCA of Harrison County



## Application for Employment

Please Note: Any employment offer from the YMCA of Harrison County is contingent on the successful completion of a National Criminal File Check, reference checks and drug screen.

Applicants for employment are considered without regard to race, creed, color, religion, sex, sexual orientation, age, disability, status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard. Also, it is unlawful in Indiana to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.

### Applicant Information (Please print answers to all questions. Incomplete applications will not be accepted.)

Last Name	First Name	M.I.	Today's date
Street address, Apt. #			
City	State	Zip Code	
Email address			
Telephone Number		Cell Phone Number	
Position(s) applying for			Date available

- Are you seeking (check all that apply)  Full-time  Part-time  Temporary employment  
 Day shift  Night shift  Weekends
- How many hours per week are you seeking? \_\_\_\_\_ Hourly rate desired: \$ \_\_\_\_\_
- What days are you available to work? \_\_\_\_\_
- Have you filed an application here before?  Yes  No If yes, when? \_\_\_\_\_
- Have you ever been employed here?  Yes  No (If yes, give dates) \_\_\_\_\_  
(last supervisor?) \_\_\_\_\_
- Are you currently employed?  Yes  No
- Do you have reliable transportation to work?  Yes  No
- Do you have a valid driver's license?  Yes  No
- Are you over the age of 18 years?  Yes  No (If no, you may be required to provide authorization to work)
- Do you have friends or relatives who work here?  Yes  No If yes, please provide names: \_\_\_\_\_
- How were you referred to our YMCA? Advertisement School/College Recruited Other: \_\_\_\_\_

(If you are hired, you will be required to furnish proof that you are eligible to work in the United States.)

## Education

	Name of school and location	Diploma, degree or certificate	Number of years completed
High School/GED			
College/University			
Vocational/Technical			
Other specialized training, apprenticeships, etc.			

## Work Experience

Starting with your present or last job, list names of all employers. Include military service, periods of unemployment, and verified work performed on a volunteer basis. Please write on the back if you need more space.

<b>Employer Name</b>	<b>Dates employed</b> From: ____ to: ____	<b>Work performed</b>
<b>Address</b>	<b>City/State</b>	<b>Telephone number</b>
<b>Job Title</b>	<b>Supervisor's name</b>	<b>Hourly rate/Salary</b>
Employer Name	Dates employed From: ____ to: ____	Work performed
Address	City/State	Telephone number
Job Title	Supervisor's name	Hourly rate/Salary
<b>Employer Name</b>	<b>Dates employed</b> From: ____ to: ____	<b>Work performed</b>
<b>Address</b>	<b>City/State</b>	<b>Telephone number</b>
<b>Job Title</b>	<b>Supervisor's name</b>	<b>Hourly rate/Salary</b>
Employer Name	Dates employed From: ____ to: ____	Work performed
Address	City/State	Telephone number
Job Title	Supervisor's name	Hourly rate/Salary

## Skills and Qualifications

1. What skills and/or additional training do you have that may be related to the job for which you are applying?

2. What machines or equipment can you operate that may be related to the job for which you are applying?

## Personal References

Please give three references who are not related to you and who are not previous employers:

Name	Email Address	Phone number

## Sealed Record Notice

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no" with respect to inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services that did not result in a complaint transferred to the superior court for criminal prosecution.

### Criminal Convictions

1. Have you ever been convicted of a felony?  Yes  No
2. Have you ever been convicted of a misdemeanor in the last five years?  Yes  No
3. If you answered "Yes" to either question, please explain.  
(A conviction does not necessarily disqualify you from employment.)

Please read each statement carefully before signing.

I understand that:

- ▶ This employment application, or the granting of an oral interview, does not represent contract of employment or a promise of future benefits by the YMCA of Harrison County.
- ▶ If hired, my employment with the YMCA of Harrison County will be at-will in nature and may be terminated, with or without cause, at any time, by either your supervisor or by the YMCA of Harrison County.
- ▶ This written statement supersedes any and all oral representation made by agents and or representatives of the YMCA of Harrison County.

Agreement: I certify that the information on this Application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities. I release from all liability all persons, companies, and corporations supplying information. I understand that false answers or statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

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

\_\_\_\_\_  
Date

# YMCA of the USA's CODE OF CONDUCT Child Abuse Prevention

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|---|---|
| <ol style="list-style-type: none"> <li>1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.</li> <li>2. Staff shall never leave a child unsupervised.</li> <li>3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.</li> <li>4. Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.</li> <li>5. Staff shall not abuse children including:             <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap;</li> <li>• verbal abuse – humiliate, degrade, threaten;</li> <li>• sexual abuse – inappropriate touch or verbal exchange;</li> <li>• mental abuse – shaming, withholding love, cruelty;</li> <li>• neglect – withholding food, water, basic care, etc.</li> </ul> <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal.</p> </li> <li>6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.</li> <li>7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.</li> <li>8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.</li> </ol> | <ol style="list-style-type: none"> <li>9. Staff will respect children’s rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.</li> <li>10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.</li> <li>11. While the YMCA does not discriminate against an individual’s lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.</li> <li>12. Staff must appear clean, neat, and appropriately attired.</li> <li>13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.</li> <li>14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.</li> <li>15. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment in the presence of children or parents is prohibited.</li> <li>16. Staff must be free of physical or psychological conditions that might adversely affect children’s physical or mental health. If in doubt, an expert should be consulted.</li> <li>17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</li> <li>18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.</li> <li>19. Staff are not to transport children in their own vehicles.</li> <li>20. Staff may not date program participants under the age of 18 years of age.</li> <li>21. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).</li> <li>22. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.</li> </ol> |
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By signing, I have read, understand and agree to the Child Abuse Code of Conduct.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Aquatic Safety**  
**CODE OF CONDUCT**  
**For Aquatic Staff and Lifeguards**

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| <ol style="list-style-type: none"><li>1. Lifeguards will never guard from standard height chairs. All standard height chairs should be removed from pool deck.</li><li>2. Lifeguards will actively scan from elevated chair or platform or standing patrolling at the edge of the pool.</li><li>3. Lifeguards should be easily identifiable, wearing only the issued uniform and bathing suit/shorts. The guards will wear rescue tube with strap across the chest and have a whistle, a pocket mask and gloves with them at all times.</li><li>4. Lifeguards will swim test and mark all children and will be conducted in accordance with association protocols.</li><li>5. Lifeguards will attend scheduled in-service training: 4 hours per month for fulltime guards, 2 hours per month for others. CPR skills will be tested regularly during in-service.</li><li>6. Audits will be conducted during a regular basis at all of the pools managed or owned by the YMCA. Lifeguards will be held accountable for their performance.</li><li>7. Any pool/waterfront that has people in it, on its deck, or is not locked and secured will be actively guarded by at least one qualified YMCA staff lifeguard.</li><li>8. Lifeguards will actively scan their entire area of responsibility every 10 seconds, even if swimmers are only in a portion of it. The scanning should produce a constant awareness of presence and activity on and below the water's surface, on the pool bottom, and the pool deck.</li></ol> | <ol style="list-style-type: none"><li>9. Lifeguards will not compromise their scanning activity by ancillary (assigned) duties or extraneous (elective) activities. This includes eating while on active duty.</li><li>10. Lifeguards should be aware of the swimming capabilities and/or physical challenges of everyone in the pool and will ensure that individuals are not allowed in areas that place them at undue risk.</li><li>11. Lifeguards will position themselves so that their view of the pool bottom of their entire area of responsibility is not compromised by glare, building components, or floating play structures.</li><li>12. Lifeguards will position themselves so that they can reach any area of their responsibility within 10 to 20 seconds (10 seconds is mandatory for YMCA of the USA lifeguard accreditation).</li><li>13. Lifeguards will limit conversations while on active duty. If conversation is needed, lifeguards should keep their eyes on their zone of coverage and should not make eye contact with the person talking to him or her.</li><li>14. Lifeguards should conduct the 15-minute rule when guarding from an elevated chair or platform. Lifeguards should get down from the chair and actively patrol their zone of coverage every 15 minutes while on active duty.</li><li>15. Prior to guard change, the entering guard will do one patrolling scan of pool. The lifeguard should do an entire lap around the pool looking at ever part of the pool including the deck. After rotation the exiting guard will also do a patrolling lap around the pool.</li></ol> |
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By signing, I have read, understand, and agree to the Aquatics Code of Conduct.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_