

SUPPLEMENT TO APPLICATION (complete if applying to work with children)

Name _____ Date _____
Last First Middle

Why do you want to work and care for children? _____

With what age group or sex do you prefer to work with? Why? _____

How would you describe yourself? _____

On the next page list all other organization or employers where you have had experience in caring for children.

What other business or personal experiences or training have you had that may have prepared you for this position?

Describe non-employment activities you have been engaged in that might strengthen your application? _____

List any sports or hobbies in which you have participated (past and/or present): _____

List other cities, counties and states where you have lived/worked:

City	County	State	Number of Years/approx date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ADDITIONAL WORK HISTORY

List all other organizations or employers (not listed on page two) where you have experience in caring for children

Name of employer/organization _____

Employed/Associated with from _____ to _____

Reference name _____ Telephone _____

Description of Children

Certified Center? _____ Age Group _____ Sex: Male Female

Briefly describe your responsibilities: _____

Name of employer/organization _____

Employed/Associated with from _____ to _____

Reference name _____ Telephone _____

Description of Children

Certified Center? _____ Age Group _____ Sex: Male Female

Briefly describe your responsibilities: _____

Name of employer/organization _____

Employed/Associated with from _____ to _____

Reference name _____ Telephone _____

Description of Children

Certified Center? _____ Age Group _____ Sex: Male Female

Briefly describe your responsibilities: _____

Name of employer/organization _____

Employed/Associated with from _____ to _____

Reference name _____ Telephone _____

Description of Children

Certified Center? _____ Age Group _____ Sex: Male Female

Briefly describe your responsibilities: _____

CAREER OPPORTUNITES WITHIN THE YMCA

The YMCA is a community service organization dedicated to helping individuals and families reach their full potential by promoting a healthy life-style in spirit, mind and body and by demonstrating Christian values.

Some career opportunities include:

◆ <i>Mentoring</i>	◆ <i>Child Care</i>
◆ <i>Sports & Physical Education</i>	◆ <i>Camping</i>
◆ <i>Adolescent Leadership</i>	◆ <i>Aquatics</i>
◆ <i>Community Outreach</i>	◆ <i>Program Leadership</i>
◆ <i>Health & Fitness</i>	◆ <i>Administrative</i>
◆ <i>Marketing</i>	◆ <i>Accounting & Finance</i>
◆ <i>Data Processing</i>	◆ <i>Human Resources/Training</i>
◆ <i>Clerical</i>	◆ <i>Maintenance/Properties</i>
◆ <i>Management</i>	◆ <i>Transportation</i>

THE YMCA'S POSITION ON THE NATIONWIDE PROBLEM OF CHILD ABUSE

WE MAKE AN ACTIVE EFFORT TO PREVENT CHILD ABUSE

Some examples may 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.*
- ◆ *The YMCA 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 for investigation.*
- ◆ *Programs are structured so that no staff member is left alone with children.*
- ◆ *Periodic interviews/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.*
- ◆ *Psychological testing.*

The YMCA's goals for child care 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.*

STAFF CODE OF ETHICS

1. *Staff will never leave a child unsupervised.*
2. *Except during an emergency situation, a staff member is not to be alone with children and is never to be alone with one child.*
3. *Staff will not abuse children including:*

<i>Physical Abuse –</i>	<i>striking, spanking, shaking, slapping</i>
<i>Verbal Abuse -</i>	<i>humiliating, degrading, threatening</i>
<i>Sexual Abuse -</i>	<i>including inappropriate touching</i>
<i>Mental Abuse-</i>	<i>shaming, withholding love</i>
<i>Neglect -</i>	<i>withholding food, water, basic care</i>
4. *Using, possessing or being under the influence of alcohol or illegal drugs during working hours is not allowed.*
5. *Smoking or use of tobacco products in the presence of children or parents during working hours is prohibited.*
6. *Staff must appear neat, clean and appropriately attired.*
7. *Staff will treat all children equally regardless of race, religion or culture and will respond to children with respect and consideration.*
8. *Staff will use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition.*
9. *Staff will abstain from humiliating or frightening discipline techniques.*
10. *Staff will not use profanity in the presence of children or parents.*
11. *Staff will refrain from intimate displays of affection toward others in the presence of children, parents and other staff members.*
12. *Monetary and expensive gifts to staff are prohibited. Likewise, staff may not give gifts to children they meet at the YMCA.*
13. *While the YMCA does not discriminate against an individual's lifestyle, we will require that in the performance of their job, they will abide by the standards of conduct set forth by the YMCA.*
14. *Staff must be free of physical and psychological conditions that might adversely affect children's health, including significant fevers or contagious conditions.*
15. *Staff will portray a positive role model for youth, including but not limited to, maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.*
16. *Fraternalizing (socializing or associating) with program participants who are under the age of 18 outside of YMCA activities is forbidden (such as babysitting, private lessons, etc). Any exception to this policy requires written approval by the CEO/Board President/Associate Executive Director or designee.*

I understand that any violation of the Code of Ethics may result in termination.

Applicant/Employee _____ *Date* _____