

EMPLOYMENT APPLICATION - DANVERS COMMUNITY YMCA Today's Date: _____

PERSONAL INFORMATION			
Name (Last, First, Middle)	Social Security Number	Home Telephone Number	
Present Address	City	State	Zip
Position Applying For:		Are you 18 years of age or over? Date of Birth if not.	
When would you be available to start and when are you available to work?		Are you employed now?	

Email Address _____ Cell Phone # _____

EMPLOYMENT HISTORY			
<i>Please list all jobs in the last five years beginning with your present or last employer. This can include volunteer work positions.</i>			
Name & Address of Employer:	Type of Business	Date Start	Date End
Job Title	Duties and Responsibilities	Phone	
Reason for leaving or wishing to leave		May we contact? Yes__ No__	
Name & Address of Employer:	Type of Business	Date Start	Date End
Job Title	Duties and Responsibilities	Phone	
Reason for leaving or wishing to leave		May we contact? Yes__ No__	
Name & Address of Employer:	Type of Business	Date Start	Date End
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Job Title	Duties and Responsibilities	Phone	
Reason for leaving or wishing to leave		May we contact? Yes__ No__	

How did you hear about this YMCA position?
Why do you want to work at the YMCA?

PERSONAL/WORK REFERENCES

Name and Address of 1st Personal Reference

Phone

Relationship to Applicant -

Name and Address of 2nd Personal Reference

Phone

Relationship to Applicant -

Name and Address of 3rd Personal Reference

Phone

Relationship to Applicant -

Name and Address of 4th Family Reference

Phone

Relationship to Applicant -

EDUCATION

SCHOOL	Name and Location	Years Attended (Example 1996-1998)	Course / Major
High School			
College			
Other			

SPECIALTY SKILLS

List any specialty skills that you have that will help with your working at the YMCA:

*(Examples are typing skills, Lifeguard Certification, First Aid, CPR, experience and more.)***SPECIAL INFORMATION**

Are you prevented from lawfully working in the United States? _____

Form revised 08/20/2010*Additional Information:**

The Danvers Community YMCA does not discriminate in employment on the basis of race, color, creed, sex, national origin, age, religion, disability or veteran status.

I certify that the facts set forth in my application are true and complete. I understand that, if employed, false statements or omissions on this application will be grounds for immediate termination of my employment. I authorize the Danvers Community YMCA to at any time procure a report on me. I authorize the Danvers Community YMCA to check all personal and employment references and to verify all information I have included in this application.

If employment is accepted I understand that the YMCA will perform background checks and that my employment will be considered temporary until these checks are complete.

Applicant's Signature _____ Date _____

Return to Human Resource Department, Danvers Community YMCA, 34 Pickering Street, Danvers, MA 01923

Phone— (978)774-2055

COMMONWEALTH OF MASSACHUSETTS
SEX OFFENDER REGISTRY BOARD

REQUEST FOR SEX OFFENDER REGISTRY INFORMATION

All requests for sex offender information must be made on this form and mailed to the Sex Offender Registry Board, P.O. Box 4547, Salem, MA 01970, along with a self-addressed stamped envelope. The Board will provide a report that includes the following information: whether the person identified is a sex offender with an obligation to register, the offense(s) for which the offender was convicted or adjudicated, and the date(s) of the conviction(s) or adjudication(s). *Please be advised that the law only permits the public to receive information on sex offenders required to register and finally classified by the Board as a level 2 (moderate risk) or level 3 (high risk) offender. Therefore, information is not available to the public if the identified individual is a level 1 (low risk) offender or if he/she has not yet been finally classified by the Board.* All requests shall be recorded and kept confidential, except to assist or defend in a criminal prosecution.

Requestor's name: Marianne Britton Date of birth: 01/14/57
Danvers Community YMCA, 34 Pickering Street,
Address: _____ Telephone number: (978) 774-2055
Danvers, MA 01923

I swear under the pains and penalties of perjury that I am the above-named person, at least 18 years of age, and I am requesting information for my own protection, the protection of a child under 18 years of age, or for the protection of another person for whom I have responsibility, care or custody.

Requestor's signature: Marianne Britton Date: _____

I hereby request that the following information be used to determine whether the identified individual is a sex offender required to register in Massachusetts.

Subject's name: _____

Date of birth or approximate age: _____

Address: _____

Personal identifying characteristics:

Sex: _____ Race: _____ Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Other information (e.g. license plate number, parents' names, etc.): _____

*****WARNING*****

SEX OFFENDER REGISTRY INFORMATION SHALL NOT BE USED TO COMMIT A CRIME OR TO ENGAGE IN ILLEGAL DISCRIMINATION OR HARASSMENT OF AN OFFENDER. ANY PERSON WHO USES INFORMATION DISCLOSED PURSUANT TO M.G.L. C. 6, §§ 178C-178P FOR SUCH PURPOSES SHALL BE PUNISHED BY NOT MORE THAN TWO AND ONE HALF (2 ½) YEARS IN A HOUSE OF CORRECTION OR BY A FINE OF NOT MORE THAN ONE THOUSAND DOLLARS (\$1000.00) OR BOTH (M.G.L. C. 6, § 178N). IN ADDITION, ANY PERSON WHO USES REGISTRY INFORMATION TO THREATEN TO COMMIT A CRIME MAY BE PUNISHED BY A FINE OF NOT MORE THAN ONE HUNDRED DOLLARS (\$100.00) OR BY IMPRISONMENT FOR NOT MORE THAN SIX (6) MONTHS (M.G.L. C. 275, § 4).

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES.

The Danvers Community YMCA is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to The Danvers Community YMCA to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing The Danvers Community YMCA written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

the The Danvers Community YMCA may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that The Danvers Community YMCA must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

SIGNATURE

DATE

SUBJECT INFORMATION:

Last Name First Name Middle Name Suffix

Maiden Name (or other name(s) by which you have been known)

Date of Birth Place of Birth

Last Six Digits of Your Social Security Number (Requested, not required): _____

Sex: ____ Height: ____ ft. ____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Maiden Name Father's Full Name

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

The above information was verified by reviewing the following form(s) of government issued identification:

VERIFIED BY: _____
Name of Verifying Employee (Please Print)

Signature of Verifying Employee



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Danvers Community YMCA Code of Conduct with Youth

17. Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or youths to our organization's supervisor / director at 978 -774-2055.

18. Our organization cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

19. Staff and volunteers may not have engaged in or been accused or convicted of youth abuse, indecency with a youth, or injury to a youth.

I have read, understand and agree to abide by the Danvers Community YMCA code of conduct. Violation may result in termination.

Name: _____ Date: _____

The following policies are intended to assist staff and volunteers in making decisions about interactions with youths. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

Our organization provides our youths with the highest quality services available. We are committed to creating an environment for youths that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from our organization. All reports of suspicious or inappropriate behavior with youths or allegation of abuse will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse are made that require investigation.

This Code of Conduct with Youth outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together.

1. Youths will be treated with respect at all times.
2. Youths will be treated fairly regardless of race, sex, age, or religion.
3. Staff and volunteers will adhere to uniform standards of displaying affection as outlined by our organization.
4. Staff and volunteers will avoid affection with youths that cannot be observed by others.
5. Staff and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by our organization.
6. Staff and volunteers will not stare at or comment on youths' bodies.
7. Staff and volunteers will not date or become romantically involved with youths.
8. Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of youths.

_____ 10. Staff and volunteers will not have secrets with youths and will only give gifts with prior permission.

_____ 11. Staff and volunteers will comply with our organization's policies regarding in teractions with youths outside of our programs.

_____ 12. Staff and volunteers will not engage in inappropriate electronic communica tion with youths.

_____ 13. Staff and volunteers are prohibited from working one-on-one with youths in a private setting. Staff and volunteers will use common areas when working with individual youths.

_____ 14. Staff and volunteers will not abuse youths in anyway including (but not l imited to) the following:

Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints

Verbal abuse: degrading, threatening, cursing

Sexual abuse: inappropriate touching, exposing oneself, sexually oriented conversations

Mental abuse: shaming, humiliation, cruelty

Neglect: withholding food, water, shelter

_____ 15. Our organization will not tolerate the mistreatment or abuse of one youth by another youth. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.

Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.

Nonverbal or relational bullying – when one person manipulates a rela tionship or desired relationship to harm another person. This in cludes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using ges tures.

Cyberbullying– the intentional and overt act of aggression toward another person by way any technological tool, such as email, instant messag es, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:

• Sending mean, vulgar, or threatening messages or images.

• Positive sensitive, private information about another person.

• Pretending to be someone else in order to make that person look bad.

• Intentionally excluding someone from an online group.

• Hazing– an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that per son regardless of that person's willingness to participate.

• Sexualized bullying– when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behavior include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized languages or innuendos.

Anyone who sees an act of bullying and who then encourages it, is engaging in bullying. This policy applies to all youths, staff and volun teers.

_____ 16. All staff must follow state specific mandatory reporting requirements. Staff should be trained to be aware of and understand their legal and ethical obliga tion to recognize and report suspicions of mistreatment and abuse. Staff will:

A. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal and emotional abuse.

B. Know and follow organization policies and procedures that protect youths against abuse.

C. Report suspected child abuse or neglect to the appropriate authori ties as required by state mandated reporter laws.

D. Follow up to ensure that appropriate action has been taken.



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Danvers Community YMCA Employee and Volunteer Handbook Addendum:

Policy for Electronic Communication

This policy defines appropriate usage of electronic communication resources provided to YMCA staff members, and appropriate activities and conditions relating to the usage and communication of YMCA information both within the organization and with outside entities. This policy statement covers security, confidentiality and integrity of information obtained, created or maintained by YMCA staff members.

Usage Philosophy

The YMCA provides access to various information technology resources for its staff members and, in some cases, to volunteers, members, and participants. These resources are provided to facilitate the creation and communications of business related data in the most effective and efficient manner possible. Resources such as computers, the Internet, e-mail, telephone, fax and photocopier are intended for YMCA business only.

All data entered, created, received, stored or transmitted via YMCA equipment is considered YMCA property and is therefore subject to inspection, search and disclosure at all times by the Executive Director and senior management. This is to safeguard the interests of the YMCA and protect it from potential liability.

Core Guidelines

- Communications sent from the YMCA network are identified as originating from the YMCA server and carry the YMCA name. E-mail and Internet usage and communication must reflect well on the organization. Each staff member is responsible for using YMCA e-mail and Internet resources in an acceptable manner.
- Passwords are confidential. Do not provide passwords to anyone except on a "need to know" basis for official YMCA business purposes. Examples of people who may need to know a password are a supervisor needing access to a file in the absence of the staff member, or the Executive Director.
- The electronic communications systems should be used in ways that further YMCA business interests and support work on behalf of the YMCA. Any use of YMCA information or systems for financial gain of a staff member or third party not relating to those interests is strictly prohibited.
- All language used in communications should be professional and courteous. Abusive or obscene content in communications is strictly prohibited.
- Use appropriate business English. In a culturally diverse environment such as the YMCA, the use of slang, humor, sarcasm, or local terminology may not be correctly interpreted.
- E-mail is no different than a written document. A file can be stored in the system indefinitely and be reviewed, if necessary, during legal proceeding involving the YMCA. Take as much care in sending e-mails messages as with any confidential written document.
- Treat all e-mail messages as public information. Senders have no control over messages once they are sent, and recipients may forward the message to people not originally intended to receive them.
- All Internet communications should be treated as public information since those messages are not generally encrypted. No confidential or copyrighted information should be sent through the Internet.
- Confidential information such as performance or disciplinary communications should never be sent electronically.

- Staff members should use discretion when opening, downloading, and saving files sent via e-mail or from the Internet. Prior to placing any file on the network, staff members should scan for viruses.

Software

Only software purchased and licensed by the YMCA, or personally purchased software approved by the Executive Director, may be installed on the YMCA equipment. The Executive Director may periodically conduct an audit of installed computer software. Unauthorized software will be removed.

Personal Use

As a benefit, staff members are permitted limited use of their office computer equipment to type personal items, access personal e-mail accounts and the Internet. Personal files should be saved in a directory named "personal" to facilitate the identification and back up of those files.

All personal use is to be kept to a minimum while at work and is never to conflict with work performance. Extensive personal use of electronic communications resources can disrupt the vital flow of information upon which program participants, volunteers and staff members depend. Any use of YMCA resources must not jeopardize or degrade system performance.

Staff members may make or receive limited personal telephone or cellular calls. Under no circumstances are personal long distance calls to be made at the expense of the YMCA. Staff members are directed to page 18 of the Employee Handbook for further clarification on telephone usage policy.

Prohibited Use

The following areas that are expressly prohibited by the YMCA. The YMCA strictly prohibits:

- Sending or receiving any data that may be construed to violate the values or policies of the YMCA. This prohibition includes sexually explicit or offensive message or images, cartoons or jokes, ethnic or religious slurs, racial epithets or any other statement or image that be construed as harassment or disparagement.
- Accessing another staff member's personal files without their consent.
- Disruptive behavior such as introducing viruses or intentionally destroying or modifying files on the network.
- Intentional misuse of data or equipment.
- Collection and/or transmissions of materials in violation of any federal, state, or local law.
- Chain letters that are mailings with a request to recipients to continue distribution to other.
- Messages to other staff members that serve as advertising or solicitation for personal gain.
- Personal Communication either electronically (i.e. Chat Rooms, Instant Messaging, Text Messaging, Emails, Telephone contact) or otherwise (i.e. mail, personal contact, or through intermediaries) with YMCA members and/or YMCA program participants is highly inappropriate and is strictly prohibited both while at work and on personal time. Examples of appropriate electronic communication and otherwise include changes in class time, cancellation of class, requests for payments, departmental newsletters, etc. that an employee has been directed to do by their supervisor.

Compliance

Failure to comply with this policy will be presented to the Executive Director or department head for disciplinary action, up to and including discharge.

I have read and understand the Policy for Electronic Communication.

Staff Signature _____ Date _____



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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge the following:

- I have received a copy of the Danvers YMCA Employee Handbook. I understand that it is my responsibility to read and understand the policies, rules, and benefits described in this handbook.
- I understand that if I have any questions regarding this information I should consult my supervisor or the human resources department.
- I understand that the Y has the right to change these policies, rules, and benefits without notice.
- I understand that future changes in policies and procedures may modify, suspend, supersede, or cancel those found in this handbook, in whole or part, and that I and other employees typically will be notified of such changes through normal communication channels.
- I understand that the benefits information in this handbook is only a brief summary and that I can find more information on these plans in informational material and plan documents. If any discrepancies occur between information in this handbook and the actual plan documents, I understand that the plan documents will prevail.
- I understand that any written or oral statements by a supervisor contrary to this handbook are invalid and should not be relied upon.
- I expressly understand that this handbook is provided as a guide and that it does not constitute a contract of employment. Rather, I acknowledge that my employment with the YMCA is on an at-will basis, which means that the employment relationship may be terminated at any time, by either the Y or by me, with or without cause and with or without prior notice.
- I understand and agree that I will read and comply with the policies and information contained in this handbook and that my continued employment is contingent on my following these policies.

Signed

Today's date

My name (print)



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Dear New Staff/Returning/Staff/Volunteers:

We are excited to have you join our YMCA family, as a staff member or volunteer. It is important that you understand the policies and procedures that relate to your position.

Before you start working, we need you to complete a few online safety training courses. These courses were created by The Redwoods Group, our insurance provider and safety partner. **You cannot start work without turning your certificates in to either your supervisor or HR for these courses.**

For staff who have already registered with Redwoods before, use this link:
<https://redwoodsinsitute.csod.com/client/redwoodsinsitute/default.aspx>

New Staff register for training here: <https://redwoodsinsitute.csod.com/selfreg/selfreglogin.aspx>

1. Fill in First Name, Last Name, and email address. Put in code (2741) & hit next.
2. Select user name and password
3. Your supervisor will check off the Department you are in; do just the courses listed in your area (see below).

Aquatics: Preventing Member Slips & Falls, Child Abuse Prevention, Professional Life Guard, Shallow Water Blackout

Camp: Day Camp Supervision, Bullying Prevention, Child Abuse Prevention, Appropriate Touch, Transportation Safety, Aquatic Safety

Corporate Services: Risk Management, Child Abuse Prevention, and as assigned.

Facility Services: Volunteer Child Abuse Prevention, Prevent Member Slip/Trips/Falls, Safe Lifting

Health/Wellness: Preventing Member Slips & Falls, Volunteer Child Abuse Prevention

Member Services: Preventing Member Slips & Falls, Volunteer Child Abuse Prevention

Youth Programs: Preventing Member Slips/Trips/Falls, Child Abuse Prevention, Bullying Prevention, Appropriate Touch, and Y Before & After School Program Safety, Transportation Safety

Cardio/Fitness: Preventing Member Slips & Falls, Volunteer Child Abuse Prevention

Volunteers: Preventing Member Slips & Falls, Volunteer Child Abuse Prevention

You will be asked to take a 10 question quiz at the end of each course. A score of 80 will allow you to pass the course and receive a certificate. Prior to beginning work certificates must be printed & turned into your supervisor or Human Resources at the Danvers Y.

Once again, thank you for signing up for one of the best jobs in the country. You will make the difference in a child's life, as long as you pair fun and safety together. Please let us know if you have any questions as you work through the material and thanks for the time you will give it.

Sincerely,



Lenny Mercier
CEO

DANVERS COMMUNITY YMCA
34 Pickering Street, Danvers, MA 01923
P 978-774-2055 F 978-750-4457 www.danversymca.org

Leonard J. Mercier, CEO