



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PAV YMCA VOLUNTEER APPLICATION

Thank you for your interest in the YMCA!

If you would like to apply to join the YMCA volunteer team, please complete the application below.

- Be sure to write legibly
- The application must be completed in full.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign the last page of the application.

A criminal background check may be required of any applicant who is selected for an interview or to whom a conditional offer of volunteering is made. A complete list of specific offenses which may disqualify an applicant from volunteering from a particular position due to federal, state or employer policy is available at www.pavymca.org or any branch location upon request.

Personal Information

Date: _____

Preferred YMCA Location: _____ Date Available: _____

NAME: _____ E-mail: _____
Last First MI

Address: _____ Age: _____
Street City State ZIP

Telephone: Home ____/____/____ Business ____/____/____ Mobile ____/____/____

Education

Occupation

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes No

Areas of interest: Youth Adult Seniors General

Type of volunteer work desired:

Office Front Desk Program Maintenance Special Events Pool
 Gym Babysitting Preschool Fitness Committee Board of Directors

Reason for volunteering: Social Involvement Service to Community Personal Satisfaction Other

In Case of Emergency Notify: _____

Contact Name

Phone Number

Physician's Name

Phone Number

Notice to All Applicants: The YMCA enforces its policies and practices to prevent child abuse.

Allegations or suspicions of child abuse are taken very seriously at the YMCA and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for volunteers. We minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being volunteers and we provide child abuse prevention training to staff and volunteers.

PAV YMCA

2947 S. Oak Park Ave. Berwyn, IL 60402
P 708.749.0606 F 708.749.7793 W www.pavymca.org

PAV YMCA'S CODE OF CONDUCT

1. In order to protect YMCA staff, volunteers and program participants it is generally advised that during a YMCA program a staff/volunteer person must not be alone with a single child where they cannot be observed by others. As staff/volunteer supervise children, they will space themselves in a way that other staff/volunteer or participants can see them.
 2. Staff/Volunteer will never leave a child unsupervised.
 3. Restroom supervision: Children who are participating in YMCA programs are not to be sent to the restrooms without a YMCA staff member present. The staff member will make sure the restroom is not occupied by unknown individuals before allowing children to use the facilities. The "buddy system" or three children going to the restroom together without a staff member are not acceptable practices and are not permitted at the YMCA. For single stall restrooms the YMCA staff will be positioned outside of the restroom to make sure no one else enters the restroom. At minimum, when multiple children are in the restroom or locker room, YMCA staff members will be standing in the doorway so they can have at least auditory supervision of the children. Staff members can and are encouraged to be inside the facilities so they can be easily seen by the children and so they are able to immediately stop any inappropriate activity. This is best done with multiple staff members so individual staff are not subjected to unwarranted allegations.
 4. Private activities such as diapering, putting on bathing suits, taking showers, etc. will be conducted or supervised by staff/volunteers who are working in pairs. When this is not feasible, staff/volunteer must be positioned to that they are visible to others.
 5. Staff/Volunteer will not abuse children including but not limited to:
 - Physical abuse – including but not limited to strike, spank, shake, slap
 - Verbal abuse – including but not limited to humiliate, degrade, threaten
 - Sexual abuse – including but not limited to inappropriate touch or verbal exchange
 - Mental abuse – including but not limited to shaming, withholding love, cruelty
 - Neglect – including but not limited to withholding food, water, basic care, etc.
- Any type of abuse will not be tolerated and will be cause for disciplinary action up to and including termination.
6. Staff/Volunteer must use positive techniques of guidance including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.
 7. Staff/Volunteer 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.
 8. Staff/Volunteer 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 (when the pick up or drop off the child) or to the child (that day) in a non-threatening way. Any questionable marks or responses will be documented and reported to a YMCA supervisor.
 9. Staff/Volunteer will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture, disability, etc.
 10. Staff/Volunteer will respect children's rights to not be touched (except for diapering) in ways that make them feel uncomfortable and their right to say no. Appropriate physical contact is important in the emotional development

of all children and children at different developmental levels will need differing degrees of physical contact. Therefore, YMCA staff members should not perform frontal hugs of children – hugs should be from the side. The staff member should get down to the child's physical level when possible. YMCA staff should not touch children in any body location that would be covered by a bathing suit. Staff members should not pick-up school-aged children (to reduce potential for both abuse allegations and physical injury) and should not allow children to sit on their laps.

11. Staff/Volunteer will refrain from intimate displays of affection towards others in the presence of children, parents, and staff/volunteers.
12. While the YMCA does not discriminate against and 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.
13. Staff/Volunteer must appear clean, neat and appropriately attired.
14. Using, possessing or being under the influence of alcohol or illegal drugs during works hours is prohibited. Violation will result in disciplinary action up to and including termination.
15. Smoking or use of chewing tobacco is prohibited on YMCA premises including branches and program sites. Violation will result in disciplinary action up to and including termination.
16. 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.
17. Staff/Volunteer must be free of physical and psychological conditions that might adversely affect children's physical or

mental health. If in doubt, an expert must be consulted.

18. Staff/Volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
19. Staff/Volunteer are prohibited from meeting and having relationships outside the YMCA with children they have met in YMCA programs. This includes baby-sitting, sleepovers, inviting children to your home, emailing, telephoning, contacting them via social media or having any other type of correspondence with the children. Any exceptions require a written explanation before the fact and are subject to administrator approval. Staff must disclose any pre-existing relationships with children in Y programs in writing to the Human Resources Department at the time of hire or as soon as the staff member has knowledge that the child is in a Y program.
20. Staff/Volunteer are not to transport children in their own vehicles.
21. Staff/Volunteer are not permitted to date program participants under the age of 18.
22. Under no circumstances are staff/volunteer to 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).
23. Staff/Volunteer are required to read and sign all policies related to identifying, documenting and reporting child abuse and to attend trainings on the subject as instructed by a supervisor and to report any suspicion of child abuse to the appropriate authorities (police and/or Child Protective Services agency).

I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Supervisor Signature

Date



18344 Oxnard St. Suite #101
Tarzana, CA 91356
Tel: 866-570-4949 | Fax: 866-570-5656
clientservices@wescreenusa.com

Disclosure And Authorization For Consumer Reports

Disclosure

In connection with my application for employment (including contract or volunteer services) or application for tenancy with YMCA of Berwyn Cicero Inc, at 2947 S. Oak Park Ave Berwyn, Illinois 60402, I understand consumer reports will be requested by you ("Company"). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

Authorization

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by Company. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

This authorization is conditioned upon the following representations of my rights:

I understand that I have the right to make a request to the consumer reporting agency: Background Screeners of America ("Agency"), 18344 Oxnard Street, Ste. 101, Tarzana, CA 91356, telephone number 866-570-4949, upon proper identification, to obtain copies of any report furnished to Company by the Agency and to request the nature and substance of all information in its files on me at the time of my request. The request includes the sources of information and the Agency, on Company's behalf, to provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to Company obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: www.wescreenusa.com

California, Minnesota and Oklahoma Residents:

I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report Company receives on me at the time the report is provided to Company. By checking the following box, I request a copy of all such reports be sent to me. Check here:

I have read and I understand this page.



_____ Applicant Initials

California Applicants:

As a California applicant, I understand that I have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in Agency's file for my review. I may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. I can have someone accompany me to the Agency's offices. Agency may require this third party to present reasonable identification. I may be required at the time of such visit to sign an authorization for the Agency to disclose to or discuss Agency's information with this third party; 2) By certified mail, if I have previously provided identification in a written request that my file be sent to me or to a third party identified by me; 3) By telephone, if I have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in my file to me and if the file contains any information that is coded, such will be explained to me.

New York Applicants:

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law _____(initial if this applies).

Washington Applicants:

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5th Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

Please complete all of the fields below:

I understand that I have rights under the Fair Credit Reporting Act and I acknowledge receipt of the Summary of Rights.

Last Name:	First:	Middle: Please check box if you do not have a middle name. <input type="checkbox"/>
Social Security #:		Date of Birth:
Email: (This is a required Field)		
Current Address:		Previous Address:
Street:		Street:
Apt or Unit #:		Apt or Unit #:
City:	State:	Zip:
City:	State:	Zip:
Drivers Lic. #:		State Issuing:
Former Name/Alias:		

X _____
Applicant Signature

Date: _____

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

Applicant Copy

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p>	<p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p>

Applicant Copy

Pav YMCA
Grooming and Dress Policy

The Pav YMCA Mission Statement is to put Christian principles into practice thru programming that promotes a healthy spirit, mind and body for all.

The YMCA welcomes and involves employees of all ages from diverse cultures and backgrounds. YMCA staff is expected to be a model of good personal hygiene at all times in their roles as public representatives of the YMCA's mission to promote well rounded healthy lifestyles. Individual expression in grooming and dress, when offensive to others, is inappropriate for YMCA staff while on duty or on the YMCA premises. Thus, it is necessary to have a grooming and dress code policy.

As public acceptance of different fashions change, these guidelines may be modified from time to time, but the YMCA shall always opt for the more conservative approach. All staff members are expected to follow these guidelines for appropriate dress and grooming while representing the YMCA.

Supervisors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility.

Appropriate:

- Facial hair should be neatly trimmed and clean at all times.
- YMCA logo hats may be worn outdoors. Hats are not appropriate indoors at any time. Any hat that does not have a Y logo on it must be approved by the supervisor.
- All staff members at YMCA facilities, program sites, etc. (except aquatic staff in swimsuits) shall wear YMCA ID badges/nametags at all times.
- No visible undergarments.
- Footwear should be appropriate to do the job function.
- When attending formal business meetings with volunteers or the general public in or outside of YMCA facilities, business attire is advised.
- Staff leading or attending programs involving physical activity should wear approved YMCA apparel.
- The YMCA expects good personal hygiene at all times.
- Hair and clothing shall be clean and neatly maintained.

Inappropriate:

- T-shirts with offensive words/pictures
- Revealing halter, strap or tank tops, low-cut/tight pants, exposed underwear, or short skirts.
- Large, distracting, and/or offensive tattoos

The list above is not all-inclusive.

If an employee violates the dress code policy, the supervisor will send the employee home to change into acceptable attire. During this absence, accrued paid time off (vacation or holiday) will be used if it is available. If this is not available, the time will be unpaid or, if the manager agrees, may be made up during the same work week. The supervisor will provide the employee with a written notification of their failure to follow the Dress Code Policy and will inform them that repeated violations may result in further disciplinary action.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Personnel file