



# YMCA-YWCA of Winnipeg Employment/Volunteer Application Form

**\*\*\*\*\*APPLICATIONS MUST BE COMPLETED IN HANDWRITING\*\*\*\*\***

**Please note that a current Police Record Check with Vulnerable Sector Search will be required prior to starting employment or volunteer placement.**

I am applying for:  Employment – **please attach a resume to your application**  
 Volunteer Placement

Position being applied for: \_\_\_\_\_

Date available to begin work or volunteer placement: \_\_\_\_\_

### PERSONAL DATA

Last Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Email: \_\_\_\_\_

Are you legally able to work in Canada? **YES NO** Are you over 18 years of age? **YES NO**  
Please circle one Please circle one

To determine your qualifications for employment, please complete the following section related to your academic, employment, volunteer and other achievements.

### EDUCATION

Highest grade or level completed: \_\_\_\_\_ Name of Program: \_\_\_\_\_

**Type:** High School Community College University Name of Institution: \_\_\_\_\_  
Please circle one

Name of license, certificate, diploma or degree awarded: \_\_\_\_\_

**Please complete the following section starting with the most recent education and working backwards.**

Name of Program: \_\_\_\_\_ Length of Program: \_\_\_\_\_

Diploma or Degree Awarded: \_\_\_\_\_

Major subject: \_\_\_\_\_

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Other relevant training/education that pertains to the position applied for:

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## EMPLOYMENT HISTORY

**Please complete the following section starting with the most recent employment and working backwards.**

Describe any of your work related skills, experience or training that pertains to the position being applied for:

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Organization: \_\_\_\_\_

Job Title: \_\_\_\_\_

Period of employment:    Started: \_\_\_\_\_    Ended: \_\_\_\_\_

Function/responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Organization: \_\_\_\_\_

Job Title: \_\_\_\_\_

Period of employment:    Started: \_\_\_\_\_    Ended: \_\_\_\_\_

Function/responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Organization: \_\_\_\_\_

Job Title: \_\_\_\_\_

Period of employment:    Started: \_\_\_\_\_    Ended: \_\_\_\_\_

Function/responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



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### VOLUNTEER HISTORY

**Please complete the following section starting from your most recent volunteer placement and working backwards.**

Describe any of your work/volunteer related skills, experience or training that pertains to the position being applied for:

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Organization: \_\_\_\_\_

Volunteer Title: \_\_\_\_\_

Period of volunteer placement: Started: \_\_\_\_\_ Ended: \_\_\_\_\_

Function/responsibilities: \_\_\_\_\_

Reason for leaving volunteer placement: \_\_\_\_\_

Organization: \_\_\_\_\_

Volunteer Title: \_\_\_\_\_

Period of volunteer placement: Started: \_\_\_\_\_ Ended: \_\_\_\_\_

Function/responsibilities: \_\_\_\_\_

Reason for leaving volunteer placement: \_\_\_\_\_

Organization: \_\_\_\_\_

Volunteer Title: \_\_\_\_\_

Period of volunteer placement: Started: \_\_\_\_\_ Ended: \_\_\_\_\_

Function/responsibilities: \_\_\_\_\_

Reason for leaving volunteer placement: \_\_\_\_\_



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## REFERENCES

Please list **three** references below or alternatively you may add a list of references. **Two out of three references must be unrelated to the YMCA-YWCA of Winnipeg.**

Name:		Name:	
Organization:		Organization:	
Position:		Position:	
Phone #1:	Home Work Cell	Please circle one	Home Work Cell
Phone #2:	Home Work Cell	Please circle one	Home Work Cell

Name:		Name:	
Organization:		Organization:	
Position:		Position:	
Phone #1:	Home Work Cell	Please circle one	Home Work Cell
Phone #2:	Home Work Cell	Please circle one	Home Work Cell

Have you attached an additional reference sheet? YES NO  
Please circle one

## DECLARATION and AUTHORIZATION

I hereby declare that the foregoing information is true and complete to my knowledge; I understand that a false statement may disqualify me from employment or cause my dismissal. I have not had any accusations of misconduct against me and there is none known to me that could prevent me from doing the applied for work.

I authorize the YMCA-YWCA of Winnipeg to contact any person listed as a reference in this or the attached document I have provided. This authorization commences as of the date of signature below and continues until the hiring process is complete.

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

\_\_\_\_\_  
Date

## PRIVACY STATEMENT

The Young Men’s and Young Women’s Christian Association of Winnipeg (the YMCA-YWCA) respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting privacy. We do not rent, sell or trade our mailing lists. The information you provide will be used to deliver services and to keep you informed and up to date on the activities of the YMCA-YWCA, including programs, services, special events, funding needs, opportunities to volunteer or to give, open houses and more through periodic contacts. If at any time you wish to be removed from any of these contacts simply contact us by phone at (204) 832-7002 or via e-mail at [privacy@ymcaywca.mb.ca](mailto:privacy@ymcaywca.mb.ca), and we will gladly accommodate your request.”