FT External Candidate Application Process

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FT External Candidate Application Process

General Information:
FT External Candidates will apply for jobs on the WFTA FT External career website.

Steps:
1. Access the WFTA FT External Career Website and click on ‘All Open Jobs’:

2. Click the Title of the job you would like to apply for:

3. Start the application process:
4. Terms and Conditions:

Terms and Conditions

The YMCA provides equal opportunity in employment to all staff members and applicants for employment regardless of race, color, religion, national origin, gender, disability, age, genetic information, veteran status or other legally protected status. Equal employment opportunity applies to all facets of employment, pre-employment and the terms and condition of employment, as well as discharge from employment. The YMCA operates in accordance with all applicable equal employment opportunity laws, directives and regulations of federal, state and local governing bodies.

SHOULD YOU HAVE A NEED, THE STAFFING TEAM WILL PROVIDE A REASONABLE ACCOMMODATION TO COMPLETE THE APPLICATION UPON REQUEST. PLEASE CONTACT US AT HRDEPT@YMCACHARLOTTE.ORG

The application process will take between 10 and 30 minutes depending on the position for which you are applying.

Please note, you will have the opportunity to revise your application at the end of the application process before submitting the application.

The YMCA will communicate with you via email regarding the hiring and pre-employment processes. Please check your email spam box regularly for emails from the YMCA of Greater Charlotte.

Next Step: Next

5. Electronic Consent:

Electronic Consent

This screen concerns consent to communicate electronically in the submission of your application for employment to the YMCA of Greater Charlotte and for purposes of communicating and signing pre-employment documentation (including but not limited to documentation regarding drug screening, background checks, tax forms, and other on-boarding information). Please review the consent below and indicate if you are willing to communicate electronically on these matters.

If you prefer to communicate in paper format, please contact the YMCA Human Resources Department at 704-718-9247 for hard copies of documents and instructions. In addition, if you consent to electronic communication but change your mind during the process, you may withdraw consent for further electronic communications by submitting handwritten notice of your withdrawal to the Human Resources Department at 400 East Morehead Street, Charlotte, NC 28202 (electronic communications, submissions, and signatures made prior to the date of withdrawal remain in place and effective following withdrawal.)

An applicant’s decision to decline or withdraw consent to electronic communications has no impact on YMCA employment decisions.

- I consent to communicate electronically concerning my application for employment and pre-employment matters. I authorize the YMCA to send me notices, disclosures, and forms electronically, and I agree that information and responses that I provide to the YMCA may be stored in electronic format. I further agree that an electronic signature by me on an electronic authorization or consent shall serve the same purpose as a hard written signature.

- I do not consent to communicate electronically concerning my application for employment and pre-employment matters. I will contact the YMCA Human Resources Department for paper copies of documents and instructions.

Next Step: Next
6. **Cover Letter:**

   ![Application for Employment](image)

   **Optional Cover Letter**
   Type or paste an optional cover letter below to be included with your application.

   - **Cover Letter**

   ![Application Steps](image)

7. **Upload a Resume:**

   **Create a New Resume**
   ![Upload a resume](image)

   **Select the Resume to Upload**
   You can upload an existing resume as long as it is in any of the following formats: .doc, .docx, PDF, HTML or .txt.

   **Note:** Your file size cannot exceed 500 KB.

   - **Select File to Upload:**
     Choose File  No file chosen

   - **Please Name Your Resume:** (Max 40 characters)  

   [Next]
8. Cut and paste a Resume:

![Resume upload interface]

9. No Resume:

![Resume upload interface]
10. Personal Information:

Enter your Personal Information here. Fields marked with a red asterisk (*) are required.
11. Pre-Employment Questions:

12. Availability Information:

13. Work History Information:
14. Education Information:
15. Education Details:

16. Licenses and Certifications Information:
17. Skills Information:
18. References:

Click Save to Proceed

Click Next to Proceed
19. At Will and Certification Statement:

At-Will and Certification Statement

I authorize YMCA employees to request, obtain, and consider information from references, employers, educational institutions, licensing authorities, government agencies, and other parties identified by me on this form, my resume, or in job interview(s) to verify the accuracy of information provided by me to evaluate my application for employment.

I understand that the YMCA participates in the federal e-Verify program and that notices about the program are posted for my review in each branch location and at the Human Resources Department located at the Dowd YMCA branch location.

I acknowledge that no promises regarding employment have been made to me in connection with my submission of this application. If I am offered a position with the YMCA, I understand that the offer will be for "employment at-will" and not for a specific duration, meaning to the fullest extent permitted by law either the YMCA or I may end the employment relationship at any time, with or without cause and without advance notice. I understand that no supervisor or representative of the YMCA is authorized to offer any other form of employment or change the "at-will" nature of employment relationship unless such offer or change is contained in a written agreement signed by the YMCA’s Chief Executive office (CEO).

I certify that the information I have provide in this job application is true, accurate, and complete. I understand that any misrepresentation or material omission made by me on this application may result in rejection of this application or, if I am employed, immediate discharge from employment, regardless of when it is discovered.

Finally, I understand that my application for employment will remain current for 90 days. At the conclusion of that time, if I have not heard from the YMCA and still wish to be considered for employment, I understand it will be necessary for me to reapply by filling out and submitting a new application.

I certify that I have read, understand, and agree to all statements and terms in this applicant Acknowledgement and Authorization.

No question on this application will be used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by law.

If you have any questions concerning this application, or if you need special assistance with regards to applying for a position with Company, please contact the Human Resources Department at 704-718-9241.

Please enter your full name as it will appear on this Certification Statement.
20. Review/Modify and Submit your application:

Page down to review and modify your application before submitting it.

Click 'Submit Your Application' to complete the application process.
21. Your application has been submitted

✔ Your Application Has Been Submitted

Details
Thank you for considering the YMCA of Greater Charlotte for possible employment. Your resume/application will be retained for consideration.

Please consider this message an acknowledgement that we have received your resume and/or application. Once the deadline for applications has expired, we will review your qualifications and experience for the position for which you have applied. The review/screening of resumes may take 2-3 weeks. If you are qualified and chosen for the next step of the selection process, you will be contacted by the Staffing Team and/or Hiring Manager.

Your information will be kept for 45 days. In the meantime, we will review your information to determine whether your qualifications match our needs.

Application Sent:
1/28/2016

<table>
<thead>
<tr>
<th>Position (Location)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness Instructor II - 8400 Bryant Farms Rd., Charlotte, NC</td>
<td>Complete</td>
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