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

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

2. Click the Title of the job you would like to apply for:
3. Click on Choose a Location then select the State and City you want to apply to.

4. If this position is available at more than one branch, a page will display for you to select the Branch you wish to apply to. Select the branch you wish to apply to.

5. Terms and Conditions: Click next to proceed to the next step.
6. 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 704-719-6347 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 hand written 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 or an electronic authorization or consent shall serve the same purpose as a handwritten 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

7. Cover Letter:

Application for Employment

Position: Childwatch Associate
Location: Charlotte, NC (400 E. Morehead St.)

Optional Cover Letter

Type or paste an optional cover letter below to be included with your application.

> Cover Letter

* Cover Letter Name (Max 40 characters)

* Cover Letter

Application Steps

- Terms and Conditions
- Electronic Consent
- Resume
- Personal Information
- Pre-Employment Questions
- Availability
- Work History
- Education
- Education Details
- Licenses and Certifications
- Skills
- References
- At-Will and Certification Statement
- Review Your Application
8. Upload a Resume:

9. Cut and paste a Resume:
10. No Resume:

**Attach a Resume**
You can attach a resume by uploading a document from your machine or cutting and pasting it below. If you do not wish to attach a resume you can continue through the application process.

**Create a New Resume**
- Upload a resume
- Cut and paste a resume
- I don't want to attach a resume

11. Personal Information:

![Application for Employment Form]

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

Which applies to you:
- I am at least 18 years of age
- I am 16 or 17
- I am not at least 16 years of age

Seasonal and part-time applicants could get moved to the YMCA applicant pool after 90 days of inactivity.

Next Step: Next

Save for Later  Cancel Application
13. Availability Information:

![Application for Employment](image1)

**Application Steps**
- Terms and Conditions
- Electronic Consent
- Resume
- Personal Information
- Pre-Employment Questions
  - Availability
  - Work History
  - Education
  - Education Details
  - Licenses and Certifications
  - Skills
  - References
  - At-Will and Certification Statement
  - Review Your Application

14. Work History Information:

![Application for Employment](image2)

Click here if you do not wish to add Work History Information at this time.
15. Education Information:

16. Education Details:
17. Licenses and Certifications Information:

18. Skills Information:
19. References:

**Application for Employment**

Position: Childwatch Associate  
Location: Charlotte, NC (400 E. Morehead St.)

References

Please enter the following information for your references. Please provide 2 professional references, YMCA of Greater Charlotte contacts references after the interview process.

Reference 1

- First Name:  
- Last Name:  
- Phone: 555-555-5555  
- Email: 

Reference 2

- Phone: 555-555-5555  
- Email: 
- Company Name: 
- Relationship: 
- How many years have you known this person: choose one... 

Next Step: **Next**

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

Application for Employment
Position: Childwatch Associate
Location: Charlotte, NC (400 E. Morehead St.)

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 provided 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 704-718-9243.

Please enter your full name as it will appear on this Certification Statement.

Next Step: Next

Click Next to Proceed
21. 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.
22. 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 - 8405 Bryant Farms Rd., Charlotte, NC</td>
<td>Complete</td>
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