

YMCA of Greater Charlotte

FT Internal Candidate Application Process Work Instructions

Version # 1



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

FT Internal Candidate Application Process

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General Information:

To login, please use your Kronos username and password. If you do not remember your Kronos username, please use the 'Forgot your username or password?' link and enter the email you have on record and you will receive your Kronos username.

If you remember your Kronos username but do not remember the password, please use the 'Forgot your username or password?' link, type in your username, and click Reset Password. This will trigger an e-mail to come to your e-mail on file with instructions to reset your password.

If you are unsure of your login or need to update it, please send an e-mail with your full name, new e-mail address, and the last four of your social security number to HRDept@YMCACharlotte.org.

Steps:

1. Access the WFTA FT Internal Career Website and log in using your Kronos ID:



YMCA OF GREATER CHARLOTTE

Career Search

Returning Members

Sign In Now

Welcome back to YMCA of Greater Charlotte! Sign in with your username and password to take advantage of all the features of membership.

To login, please use your Kronos username and password. If you do not remember your Kronos username, please use the 'Forgot your username or password?' link and enter the email you have on record and you will receive your Kronos username.

If you remember your Kronos username but do not remember the password, please use the 'Forgot your username or password?' link, type in your username, and click Reset Password. This will trigger an e-mail to come to your e-mail on file with instructions to reset your password.

If you are unsure of your login or need to update it, please send an e-mail with your full name, new e-mail address, and the last four of your social security number to HRDept@YMCACharlotte.org.

* Username:

* Password:

[Sign In](#)

[Forgot your username or password?](#)

FT Internal Candidate Application Process

2. Change your password:

Details

You can update your account sign in information below. For security purposes, we ask that you enter your current password to make any changes.

ⓘ Your password was not updated
Your password must contain at least 1 non-alphanumeric character(s)

Password must meet the following:

- Minimum length is 6
- Must contain at least 1 non-alphanumeric character(s)
- Cannot be the same as the username
- Cannot be the same as any of your location numbers
- Cannot be reused within 2 password changes

* **Current Password:**

* **New Password:** (at least 6 characters)

* **Re-Type New Password:**

* **Password Hint:**

3. Start the application process from the FT Internal Career Site Home Page:

The screenshot shows the top navigation bar with links for Home, Job Search, Documents, Applications, Saved Jobs, and Your Account. The main heading is "Welcome to YMCA of Greater Charlotte". Below this, there are sections for "Jobs You Might Like" and "1-Click Job Searches". A red box highlights the "StaffingCoordinatorFT" link in the "Jobs You Might Like" section and the "Aquatics (1)" link in the "1-Click Job Searches" section. A red callout box points to these links with the text: "You can access available jobs by clicking on any of the following links". On the right side, there is a "Keyword Search" box with a search input field and a "Search" button. Below that is a "Job Alerts" section with an email icon and a "Learn More" link.

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4. Start the application process:

StaffingCoordinatorFT

Overview

Date Posted: 1/21/2016
Posting End Date: 2/19/2016
Requisition Number: 620
Location: (0) DOWD BRANCH
Address: 400 E. Morehead St.
City: Charlotte
Category: Aquatics

- Back to Results
- Save this Job
- Refer this Job

Apply Now >

5. 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 conditions of employment, as well as discharge from employment. The YMCA operates in accordance with all applicable Equal Employment Opportunity laws, directive sand 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](#)

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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 704-716-6247 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 on an electronic authorization or consent shall serve the same purpose as a hand 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](#)

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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:**

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8. Upload a Resume:

Create a New Resume

» [Upload a resume](#)

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:**
 No file chosen

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

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9. Cut and paste a Resume:

Create a New Resume

- » [Upload a resume](#)
- » [Cut and paste a resume](#)

Please give your resume a distinctive name that will help you identify it, then paste your existing resume into the form below.

* **Resume Name:** (Max 40 characters)

* **Paste Your Resume Below:**

[Next](#)

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](#) ←

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11. Personal Information:

Application for Employment

Job Title: VP - Community VP (Posted 1/27/2016)
Location: Charlotte, NC

Personal Information

The following information will allow us to contact you regarding possible job opportunities. If you are offered a position, you will be required to provide documentation verifying your responses to some of these questions.

Legal First Name: Rob

Legal Last Name: Rossello

Email Address: robert.rossello@ymcacharlotte.org

Address 1: 123 Detroit

City: Charlotte

State: North Carolina

Zip/Postal Code: 28031

Primary Phone: 555-555-5555

Secondary Phone: 707-771-5613

Next Step: [Next](#)

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12. Pre-Employment Questions:

Application for Employment

Position: CPR Instructor
Location: Charlotte, NC (5900 Quail Hollow Rd.)

Pre-Employment Questions

* Do you meet the minimum requirements of the job applying for?

- Yes
 No

* Are you currently on suspension or on a Performance Improvement Plan in any position you hold at the YMCA of Greater Charlotte?

- Yes
 No

Seasonal and part-time applicants could get moved to the YMCA applicant pool after 30 days of inactivity

Next Step: [Next](#)

Click Next to Proceed

[Save for Later](#) [Cancel Application](#)

Application Steps

- ✓ Terms and Conditions
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13. Availability Information:

Application for Employment

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

Availability

Please indicate the days and times that you would be available for work:

* If hired, when would you be able to start? (MM/DD/YYYY)

1/25/2016

* Please indicate the days and times you ARE AVAILABLE to work:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Monday | From: <input type="text" value="Any Time"/> | To: <input type="text" value="Any Time"/> |
| <input checked="" type="checkbox"/> Tuesday | From: <input type="text" value="Any Time"/> | To: <input type="text" value="Any Time"/> |
| <input checked="" type="checkbox"/> Wednesday | From: <input type="text" value="Any Time"/> | To: <input type="text" value="Any Time"/> |
| <input checked="" type="checkbox"/> Thursday | From: <input type="text" value="Any Time"/> | To: <input type="text" value="Any Time"/> |
| <input checked="" type="checkbox"/> Friday | From: <input type="text" value="Any Time"/> | To: <input type="text" value="Any Time"/> |
| <input type="checkbox"/> Saturday | | |
| <input type="checkbox"/> Sunday | | |

Next Step: [Next](#)

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14. Work History Information:

Application for Employment

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

Work History

Please provide us with information regarding your Work History. Please list all full and/or part-time employment, including self-employment. You may include any verifiable work performed on a volunteer basis.

» I don't have any Work History to add

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

* Company:

* Job Title:

* Start Date:

month... year...

* End Date:

month... year...

[I am still working here](#)

* Country:

United States of America

* City:

* State:

choose one...

* Description of Responsibilities:

* May We Contact This Employer?:

Yes No

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Supervisor's First Name:

Supervisor's Last Name:

Address:

Phone Number:

* [Object.WorkHistory.ReasonforLeaving not found]:

[Save](#) Click Next to Proceed.

15. Education Information:

Application for Employment

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

Education

Please add the following information for your education.

The YMCA of Greater Charlotte reserves the right to request supporting documentation.

I don't have any Education to add

Click here if you do not wish to add Education at this time.

* School Type:

High School

* Name:

* Country:

United States of America

* City:

* State:

choose one...

* Do you have, or are you seeking, a high school diploma or equivalent certificate?

Yes No

[Save](#)

Click Next to Proceed.

Application Steps
<input checked="" type="checkbox"/> Terms and Conditions
<input checked="" type="checkbox"/> Electronic Consent
<input checked="" type="checkbox"/> Resume
<input checked="" type="checkbox"/> Personal Information
<input checked="" type="checkbox"/> Pre-Employment Questions
<input checked="" type="checkbox"/> Availability
<input checked="" type="checkbox"/> Work History
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16. Education Details:

Application for Employment

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

Education Details

* What is the highest level of education you have achieved?

- Less than high school
- Some of high school
- High school diploma/GED or equivalent education
- Some college or trade/vocational school
- Trade school or vocational diploma
- Two year technical or associate degree
- BA or BS college degree
- Advanced degree (MA, Ph.D, MBA, etc)

Next Step: [Next](#)

Click Next to Proceed

[Save for Later](#)

[Cancel Application](#)

Application Steps
<input checked="" type="checkbox"/> Terms and Conditions
<input checked="" type="checkbox"/> Electronic Consent
<input checked="" type="checkbox"/> Resume
<input checked="" type="checkbox"/> Personal Information
<input checked="" type="checkbox"/> Pre-Employment Questions
<input checked="" type="checkbox"/> Availability
<input checked="" type="checkbox"/> Work History
<input checked="" type="checkbox"/> Education
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17. Licenses and Certifications Information:

Application for Employment

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

Licenses And Certifications

Please answer the following questions related to any Licenses or Certifications that you may have and wish to include:

The YMCA of Greater Charlotte reserves the right to request supporting documentation.

I don't have any Licenses or Certifications to add

Click here if you do not wish to add Licenses or Certifications at this time

[Object.Certification.LicenseCertification not found]:

Issuer:

License / Certification # if applicable:

Date Completed:

month... ▼ year... ▼

Expiration Date (if applicable):

month... ▼ year... ▼

Save

Click Save to Proceed.

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18. Skills Information:

Application for Employment

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

Skills

Please enter your skills below including your level of proficiency and/or years used, as applicable. Up to 3 skills may be entered at one time.

I don't have any skills to add

Click here if you do not wish to add Skills at this time

* Skill Name: choose one... ▼

* Proficiency: choose one... ▼

Years Used:

* Date First Used:

month... ▼ year... ▼

Date Last Used:

month... ▼ year... ▼

Skill Name: choose one... ▼

Proficiency: choose one... ▼

Years Used:

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Date First Used: month... year...
Date Last Used: month... year...

Skill Name: choose one...
Proficiency: choose one...
Years Used:

Date First Used: month... year...
Date Last Used: month... year...

Save ← Click Save to Proceed

19. 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 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 on this application may result on 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 704-716-6241.

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

Next Step: **Next**

← Click Next to Proceed

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FT Internal Candidate Application Process

20. Review/Modify and Submit your application:

Application for Employment

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

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

Review Your Application

Please take a few minutes to review the following information before submitting your application.

Save application information as a resume?

Click the checkbox below to create a resume based on the application information you have already provided. This resume can be used for future applications.

Save Your Resume

Submit Your Application

[Save for Later](#) [Print](#) [Cancel Application](#)

Resume

No cover letter is associated with this application.

[Add Cover Letter](#)

You have not attached a resume to this application.

Skills

No Skills information is associated with this application.

[Add Skills](#)

References

dafds adaf
Phone: **468-486-4616**
E-mail: --
Company Name: --
Relationship: --
How many years have you known this person: --

asdfs asdfas
Phone: **186-464-8616**
E-mail: --
Company Name: --
Relationship: --
How many years have you known this person: --

[Edit References](#)

Submit Your Application

Click 'Submit Your Application' to complete the application process.

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- » **Review Your Application**

FT Internal Candidate 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

Position (Location)	Status
Fitness Instructor II - 9405 Bryant Farms Rd., Charlotte, NC	Complete