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:
2. Change your password:

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 Passwords (at least 6 characters):

Re-Type New Passwords:

Password Hint:

Save

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

Welcome to YMCA of Greater Charlotte

Jobs You Might Like
Here are some jobs that have been recently added that might interest you:
- Staffing Coordinator - Charlotte, NC

1-Click Job Searches
See the open jobs at YMCA of Greater Charlotte using one of these common 1-click searches.
- By Category
- By Location

You can access available jobs by clicking on any of the following links
4. Start the application process:

5. Terms and Conditions:

6. Electronic Consent:
7. Cover Letter:

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:

Choose File

No file chosen

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

12. Pre-Employment Questions:

Next Step: Next

Click Next to Proceed
13. Availability Information:

![Application for Employment]

14. Work History Information:

![Application for Employment]
15. Education Information:

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

![Application for Employment](image)

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

Click Save to Proceed.

18. Skills Information:

![Application for Employment](image)

Click here if you do not wish to add Skills at this time
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, employees, 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 the fullest extent permitted by law other than the YMCA or I may and 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 on this job application is true, accurate, and complete. I understand that any misrepresentation or material omission made by 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 704-710-6341.

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

Next Steps: Next

Click Next to Proceed
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>
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<tr>
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<th>Status</th>
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<tr>
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<td>Complete</td>
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