PT Internal Applicant 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 PT Internal Career Website and log in using your Kronos ID:
2. Change your password:

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

5. 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.
6. 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, directives and regulations of federal, state and local governing bodies.

SHOULD YOU HAVE A QUESTION, THE STAFFING TEAM WILL PROVIDE A REASONABLE ACCOMMODATION TO COMPLETE THE APPLICATION UPON REQUEST. PLEASE CONTACT US AT HRSDEP@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

7. 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 704-716-5247 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 any electronic signature by me or 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
8. **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**

9. **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)
10. 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
11. 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

12. Personal Information:

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

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: [Name]
Legal Last Name: [Surname]
Email Address: [Email]

Country: United States of America

Address: [Address]

City: [City]
State: [State]
Zip/Postal Code: [Zip]

Primary Phone: [Phone]
Secondary Phone: [Phone]
Work Phone: [Phone]

Next Step: Click Next to Proceed
13. Pre-Employment Questions:

14. Availability Information:
15. Work History Information:

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

Click Next to Proceed.
16. Education Information:

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

17. Education Details:

Click Next to Proceed.
18. Licenses and Certifications Information:

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

19. Skills Information:

Click here if you do not wish to add Skills at this time
20. At Will and Certification Statement:

[Application for Employment form with At-Will and Certification Statement section highlighted]

Next Steps: Next
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>
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<tbody>
<tr>
<td>Fitness Instructor II - 8405 Bryant Farms Rd., Charlotte, NC</td>
<td>Complete</td>
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