

Application for Employment

eliminating racism
empowering women **ywca**

INSTRUCTIONS: We appreciate your interest in our organization. We consider applicants for all positions without regard to race, color, creed, age, religion, sex, sexual orientation, disability, marital status, national origin, U.S. military service or arrest/conviction record.

Position (s) applied for _____

Date of application _____

How did you learn about us?

Advertisement Employment Agency Walk-in Other _____

Complete Name (last) _____

(first) _____

(middle) _____

Street Address _____

City _____

State _____

Zip _____

Social security number _____

Phone number _____

Any other name (s) under which you have been previously employed or under which school records would be located. _____

Names of friends or relatives employed in this organization. _____

If you are under 18 years of age, can you furnish a work permit?

yes

no

Have you ever filed an application with us before?

yes

no

If yes, give date _____

Have you ever been employed with us before?

yes

no

If yes, give date _____

Are you a citizen of the U.S. or do you have a valid work permit? (Proof of citizenship or immigration status will be required upon employment)

yes

no

Do you have any restrictions or obligations that would prevent you from working overtime?

yes

no

Do you have any restrictions or obligations that would prevent you from working consistently or arriving to work on time?

yes

no

On what date would you be available to work? _____

Are you available to work?

Full Time

Part Time

Shift Work

Temporary

Can you travel if the job required it?

yes

no

If yes, are there limitations? Explain _____

Have you been convicted of a crime? (Conviction will not necessarily disqualify an applicant from employment.)

yes

no

Have you ever received any training in the United States military related to the job for which you are applying?

yes

no

If yes, please describe: _____

Employment Experience - Start with your present or last job. Include any job-related military service, assignments and volunteer activities. You may exclude voluntary work, which indicates race, color, religion, gender, national origin, handicap or other protected status. Please account for all time for at least the past five years.

Employer	<u>Dates Employed</u> From To		Work Performed
Address			
Telephone number (s)	Hourly Rate/Salary Starting Final		
Job title	Supervisor		
Reason for leaving			May we contact this employer? yes no

Employer	<u>Dates Employed</u> From To		Work Performed
Address			
Telephone number (s)	Hourly Rate/Salary Starting Final		
Job title	Supervisor		
Reason for leaving			May we contact this employer? yes no

Employer	<u>Dates Employed</u> From To		Work Performed
Address			
Telephone number (s)	Hourly Rate/Salary Starting Final		
Job title	Supervisor		
Reason for leaving			May we contact this employer? yes no

Employer	<u>Dates Employed</u> From To		Work Performed
Address			
Telephone number (s)	Hourly Rate/Salary Starting Final		
Job title	Supervisor		
Reason for leaving			May we contact this employer? yes no

Employer	<u>Dates Employed</u> From To		Work Performed
Address			
Telephone number (s)	Hourly Rate/Salary Starting Final		
Job title	Supervisor		
Reason for leaving			May we contact this employer? yes no

If you need additional space, please continue on a separate sheet of paper.

Education

	Elementary School	High School	College/University	Graduate/Professional
School Name/Location				
Years Completed	5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				

Additional Information - Please complete the items below that are relevant to your ability to perform the position for which you are applying.

Describe any specialized training, apprenticeship, skills and extra-curricular activities	
Describe any honors you have received	
State any additional information you feel may be helpful to us in considering your application	

Extracurricular Activities - List professional, trade, business or civic activities and offices or licenses held if relevant to the position for which you are applying. You may exclude memberships, which would reveal sex, religion, national origin, age, ancestry, handicap or other protected status.

References - Give name, address and telephone number of three references who are qualified to evaluate your capabilities and who are not related to you and are not previous employers.

1. _____

2. _____

3. _____
