

application for employment

Position _____ Full-time Part-time Date _____

personal information

Last Name _____ First _____ Initial _____

Address _____ City _____ State _____ Zip _____

Phone _____ Phone _____ Email _____

Yes No Have you been previously employed by the YWCA? If yes, when & where _____

Yes No Have you ever been convicted of any crime?

Yes No Do you have the legal right to work in the USA? (Proof of citizenship or legal work permit will be required if employed.)

How did you learn of this position? _____

US Military, Branch _____ Rank _____ Entry date _____ Release date _____

educational background

Circle highest grade complete: 8 9 10 11 12 13 14 15 16 Other _____

Circle highest completed: GED High School AA BA BS MA MS PhD Other _____

Name of school	Location	Training or major	Dates attended	Name of degree/certificate

work experience

Present (or most recent) **employer** _____ Type of business _____

Location _____ Job title _____

Description of work & responsibilities _____

Dates worked _____ to _____ Salary/Wage _____ Volunteer? _____

Reason for leaving _____

Supervisor _____ Phone _____ May we contact? _____

Previous employer _____ Type of business _____

Location _____ Job title _____

Description of work & responsibilities _____

Dates worked _____ to _____ Salary/Wage _____ Volunteer? _____

Reason for leaving _____

Supervisor _____ Phone _____ May we contact? _____

Previous employer _____ Type of business _____

Location _____ Job title _____

Description of work & responsibilities _____

Dates worked _____ to _____ Salary/Wage _____ Volunteer? _____

Reason for leaving _____

Supervisor _____ Phone _____ May we contact? _____

language skills (optional) List additional languages you speak, read, or write and level of proficiency

professional certification or licensure Indicate state which granted and/or expiration date

volunteer activities or additional experience List relevant volunteer or other experience

personal references

Name	Occupation / Title	Address	Phone

the ywca mission

The Young Women's Christian Association of the United States of America is a women's membership movement nourished by its roots in the Christian faith and sustained by the richness of many beliefs and values. Strengthened by diversity, the association draws together members who strive to create opportunities for women's growth, leadership and power in order to attain a common vision: peace, justice, freedom, and dignity for all people. We gather our collective power to eliminate racism wherever it exists.

Please read the following statements closely and then sign below:

- I certify that the information in this application is correct and complete.
- If employed, any misstatement or omission of facts may result in my dismissal.
- I authorize the YWCA to conduct a background check in connection with this application for employment. Information obtained will be kept confidential.
- If hired I agree to abide by the policies and standards of the YWCA and agree that my employment and compensation can be terminated at will.
- I understand that an application for employment is not to be construed in any way as a contract for employment. If employed, the employment relationship may be terminated at any time and for any reason by the employee or employer.
- Employment of persons in childcare is subject to fingerprinting and a criminal background check. Individuals cannot be hired on a probationary basis until the Oregon criminal record check has been completed.

Signature of Applicant _____ Date _____

If additional space is needed for any portion of this application, please attach another page.



**eliminating racism
empowering women
ywca**

An Equal Opportunity Employer