

Application for Employment

Applications will be considered active for 60 days. Applicants must reapply.

Name _____ Date _____ SS# _____

Street Address _____ City _____

State _____ Zip _____ Phone Number _____ DOB _____

Email _____ Position _____ Program _____

Are you older than 18? Yes ___ No ___ If not, birth _____ Have you ever worked for a YWCA before? _____

Total hours available per week? _____ Are you legally able to work in the U.S.? Yes ___ No ___

School Most Recently Attended:

Name _____ Street Address _____

City _____ State _____ Zip _____ Phone Number _____

Dept. _____ Last Grade Completed _____ GPA _____

Graduated? Yes ___ No ___ Now Enrolled? Yes ___ No ___ Sports or Activities _____

Recent Job: (If not applicable, list work performed on a volunteer basis or personal references.)

1. Company _____ Street Address _____

City _____ State _____ Zip _____ Phone Number _____

Job _____ Supervisor _____

Dates worked: From _____ to _____ Reason for leaving _____

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City _____ State _____ Zip _____ Phone Number _____

Job _____ Supervisor _____

Dates worked: From _____ to _____ Reason for leaving _____

U.S. Military: Branch of Service _____ Date Entered _____ Date of Discharge _____

Highest Rank _____ Do you have service-related skills and experience applicable to civilian employment?

Yes ___ No ___ If yes, describe:

General: What other relevant experience or training have you had and what other activities are you involved in? (Exclude organizations that indicate race, religion, age, or national origin of member.)

*****Office Use Only*****

Interview Date _____ Second Interview Date _____

Hire Date _____ Rejection Notice Sent _____

U.S. law requires that, if hired, you must furnish appropriate documentation establishing identity and employment eligibility. For example, acceptable documents include: a U.S. Passport, certificate of U.S. Citizenship, Certificate of Naturalization or INS Form 688 or 688A; a Social Security Card or birth certificate issued by government authority and a driver's license, school I.D. with photo or other government issued documentation establishing identity. Certain other documents are equally acceptable. Please consult the front desk and ask for a copy of INS Form I-9 for a list of these documents.

I agree to submit to a criminal background check required by the YWCA of Wheeling as a condition of employment. I attest to the fact that I have never been convicted of, pled guilty to or pled no contest to murder, kidnapping, sexual offenses, contributing to the delinquency/neglect of a minor child: or any other violent crime against a person or property.

***Have you ever been convicted of, pled guilty to or pled no contest to a crime excluding misdemeanors and traffic violations?**

Yes _____ No _____ If yes, describe in full _____

*Answering yes will not necessarily bar you from employment

1. I certify that I have read this application and the information on it is complete and correct. I understand that any omissions or misrepresentation of information is grounds for dismissal.
2. I authorize the persons, employers, schools and organizations listed on this application to give you any information concerning my employment and other pertinent information they may have, personal or otherwise, and release all parties from liability and damages that may result from furnishing this to you.
3. I acknowledge that I am applying for employment with YWCA Wheeling, a separate organization and employer from the YWCA USA or any of its subsidiaries.
4. I acknowledge that the Executive Director reserves the right to amend or modify any of its handbooks or policies at any time and without prior notice. These policies do not create any promises or contractual right between this employer and its employees. At this YWCA employment is at will. This means an employee is free to terminate his/her employment at any time, without any reason, with or without cause, and the Executive Director retains these same rights. The Executive Director is the only person who may make an exception to this, and any exception must be in writing, addressed to a particular individual, and signed by the Executive Director.

YWCA Wheeling is an equal opportunity employer. Various Federal, State and Local laws prohibit discrimination on account of race, color, religion, sex, age, national origin, disability, veteran's status or other protected categories. It is the policy of the YWCA Wheeling to comply fully with these laws, as applicable, and information requested on this application will not be used for any purpose prohibited by law.

I understand that as part of the procedure for my application an investigative consumer report may be made concerning my character, general reputation, personal characteristics and mode of living. Upon written request, additional disclosure concerning the complete nature and scope of the investigation will be provided. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

Signature _____ Date _____

This YWCA is an equal opportunity employer committed to a diverse and inclusive work force.

If hired, you must adopt our mission: YWCA USA 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.

The Association will thrust its collective power toward the elimination of racism wherever it exists by any means necessary.

Some of your responsibilities would include reporting to work on time, dressed neatly and cleanly.

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