

YWCA Employment Application

317 7th Avenue South, Clinton, Iowa 52732
563-242-2110

Prospective employees will receive consideration without discrimination because of race, creed, sexual orientation, color, sex, age, national origin, handicap or veteran status

Last Name _____

First Name _____ Middle Initial _____

Address _____

City, State, Zip _____

Have you ever worked for the YWCA before? _____

If yes, when and in what capacity? _____

Position Desired _____

Can you document your legal right to work in the United States? _____

Special Training, skills, certifications, etc.:

Today's Date _____

Your birthdate: Mo ___ Day ___

Phone Number(s) you may be reached at:

Expected Pay _____

Days/Hours available to work:

Fulltime ___ Part-time ___

EDUCATION

Circle highest grade completed: 11 12 GED College Graduate School

College Name _____ Location _____ Phone Number _____

Course of Study _____ Degree _____

Graduate School _____ Location _____ Phone Number _____

Course of Study _____ Degree _____

Have you ever been convicted of a crime? Yes ___ No ___ (A conviction record will not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account). If yes, please explain:

A criminal background check will be conducted.

Turn page over...

EMPLOYMENT HISTORY

Please give accurate, complete employment history, fulltime and parttime. Start with your most recent job.

1. Company name _____ Supervisor _____

Phone Number _____ May we contact them? Yes _____ No _____

Address _____ Dates employed _____

Rate of pay _____ Reason for leaving _____

Job title and duties _____

2. Company Name _____ Supervisor _____

Phone Number _____ May we contact them? Yes _____ No _____

Address _____ Dates employed _____

Rate of pay _____ Reason for leaving _____

Job title and duties _____

3. Company Name _____ Supervisor _____

Phone Number _____ May we contact them? Yes _____ No _____

Address _____ Dates employed _____

Rate of pay _____ Reason for leaving _____

Job title and duties _____

REFERENCES –LIST ONE PERSONAL AND TWO PROFESSIONAL:

1. Name _____ Relationship _____ Phone _____

2. Name _____ Relationship _____ Phone _____

3. Name _____ Relationship _____ Phone _____

The information provided in this Employment application is true, correct and complete. If you employ me, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment creates no obligation to you, the employer, to continue to employ me in the future. I also hereby authorize all former employers, companies, local, state, federal and other agencies, courts and law enforcement authorities to release any information concerning my background. I hereby release the YWCA and its agents, and any persons, employers, companies, agencies and authorities who verify or provide information on my background from any liability for any damage whatsoever for disclosing or issuing any such information.

Signature _____ Date _____