



APPLICATION FOR EMPLOYMENT

(AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

			DATE _____
			SOCIAL SECURITY NUMBER _____
NAME			
LAST	FIRST	MIDDLE	
PRESENT ADDRESS			
	STREET	CITY	STATE
			ZIP _____
PHONE NUMBER _____	ARE YOU 18 YEARS OR OLDER?		YES NO
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?			YES NO

EMPLOYMENT DESIRED

POSITION _____	DATE YOU CAN START _____	SALARY DESIRED _____
ARE YOU EMPLOYED NOW? _____		
		IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____
HAVE YOU EVER WORKED FOR YWCA BEFORE? _____		WHEN? _____
REFERRED BY _____		

EDUCATION	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	DEGREE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
TRADE, BUSINESS CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

SPECIAL SKILLS

ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

EMPLOYMENT HISTORY (LIST YOUR LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	SUPERVISOR	PHONE #	REASON FOR LEAVING
FROM _____ TO _____					
FROM _____ TO _____					
FROM _____ TO _____					
FROM _____ TO _____					

MAY WE CONTACT THESE EMPLOYERS? YES NO _____

WORK-RELATED REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHO HAVE KNOWLEDGE OF YOUR ABILITIES AND EXPERIENCE

NAME	ADDRESS	BUSINESS	PHONE NUMBER
1.			
2.			
3.			

MAY WE CALL THESE REFERENCES? YES NO _____

EMERGENCY CONTACT:

NAME ADDRESS PHONE # RELATION

WHY ARE YOU APPLYING FOR THIS POSITION?

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S DIRECTOR, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE DIRECTOR HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING. I UNDERSTAND THAT A ROUTINE BACKGROUND CHECK WILL BE PERFORMED."

SIGNATURE _____

DATE _____