

eliminating racism  
empowering women



Billings

# APPLICATION FOR EMPLOYMENT

(AN EQUAL OPPORTUNITY EMPLOYER)

## PERSONAL INFORMATION

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
SOCIAL SECURITY  
NUMBER \_\_\_\_\_

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.

(CONTINUED ON OTHER SIDE)

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

| DATE<br>MONTH AND YEAR | NAME AND ADDRESS OF EMPLOYER | POSITION | SUPERVISOR | PHONE # | REASON FOR<br>LEAVING |
|------------------------|------------------------------|----------|------------|---------|-----------------------|
| FROM _____<br>TO _____ |                              |          |            |         |                       |
| FROM _____<br>TO _____ |                              |          |            |         |                       |
| FROM _____<br>TO _____ |                              |          |            |         |                       |
| FROM _____<br>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?

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"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 \_\_\_\_\_