

YWCA Jamestown – Application for Employment

APPLICANT INFORMATION:

Date: _____

Name: _____

First

Last

Middle Initial

Address: _____

Street

City

State

Zip

Email: _____ Phone: _____

Position Desired: _____

1. Are you a legal U.S. resident, and eligible to work in the U.S.?: _____ YES _____ NO

2. Have you been an employee of any YWCA in the past? _____ YES _____ NO

a. If YES, where, when, & department / position? _____

3. Are you at least 18 years of age?: _____ YES _____ NO

4. Have you been charged / convicted of misdemeanor or felony?: _____ YES _____ NO

* A criminal record or conviction does not automatically bar your from employment, but will be considered only as it applies to your ability to perform the job.

EDUCATION & EXPERIENCE:

As per New York State Office of Children and Family Services regulations Part 414, all applicants are required to meet certain education and experience requirements. Thus, we must collect the following information.

1. Name of High School / G.E.D. Institution: _____

Degree Achieved: _____ Date Achieved: _____

2. Name of College/University: _____

Degree Achieved: _____ Date Achieved: _____

Please list specific degrees, certifications, or classes that you have attended or obtained that would apply to the position desired: _____

Please list all experience you have that are relevant to the position desired: _____

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* According to the NYS OCFS regulations, some position may require certain degrees or qualifications in order to be considered for employment and/or may require NYS OCFS approval prior to hire

EMPLOYMENT HISTORY:

Starting with your most recent employer, please list in consecutive order all employers you have been employed by, up to your last three employers.

1. Name of Company/Employer: _____

Address: _____

Street

City

State

Zip

Phone: _____

Supervisor: _____

Your Title / Job Held: _____

Employment Start Date: _____

Employment End Date: _____

List of jobs/duties performed, skills used to perform your job: _____

Reason for leaving: _____

2. Name of Company/Employer: _____

Address: _____

Street

City

State

Zip

Phone: _____

Supervisor: _____

Your Title / Job Held: _____

Employment Start Date: _____

Employment End Date: _____

List of jobs/duties performed, skills used to perform your job: _____

Reason for leaving: _____

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3. Name of Company/Employer: _____

Address: _____
Street City State Zip

Phone: _____ Supervisor: _____

Your Title / Job Held: _____

Employment Start Date: _____ Employment End Date: _____

List of jobs/duties performed, skills used to perform your job: _____

Reason for leaving: _____

REFERENCES:

Please list three references that can provide verbal reference for you, speaking to your abilities both on the job and as character reference as personal references. Relatives cannot be used as references. At least **one** employment/professional reference must be included.

1. Name: _____ Phone: _____

Reference Type: Personal Employment/Professional

2. Name: _____ Phone: _____

Reference Type: Personal Employment/Professional

3. Name: _____ Phone: _____

Reference Type: Personal Employment/Professional

Where did you obtain our Employment Application?: _____

NYS STAFF EXCUSION LIST BACKGROUND CHECK:

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(CHILDCARE APPLICANTS ONLY) As per NYS OCFS regulations Part 414, each applicant is required to submit information regarding themselves that can be used by New York State Justice Center for the purposes of background check. NYS law requires this information be collected for all applicants.

Name: _____
First Last Middle Initial

Social Security Number: _____ Date of Birth: _____

Alien Registration Number *(only if no SSN is available)*: _____

By signing below, I give permission to YWCA Jamestown to check my employment and/or personal references.

My signature is authorization to verify the above and included information contained herein this application. I understand that any misrepresentation will affect consideration of my employment.

Signature Date

YWCA Jamestown is an equal opportunity employer and will not discriminate in the recruitment, hiring, compensation, fringe benefits, staff development and training, promotion and any other condition of employment based on race, color religion, sex, national origin, age, handicap, disability, marital status, veteran status, sexual preference or any other factors prohibited by law except where such factors constitute bona fide occupational guidelines.

**** FOR OFFICE USE ONLY ****

Date Application Received:

Received By:

Interview Scheduled:

Notes: