

APPLICATION FOR EMPLOYMENT

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF THE GREATER TRIANGLE, INCORPORATED
554 E HARGETT STREET
RALEIGH, NC 27601

YWCA MISSION: THE EMPOWERMENT OF WOMEN AND THE ELIMINATION OF RACISM

Zero Tolerance Policy: The YWCA, in adherence to its mission, will not tolerate any discriminatory behavior and/or acts, whether on or off the YWCA premises, from staff, members, volunteers, donors or participants. It is the expectation of the YWCA that all people will be treated with dignity and respect and that their actions will reflect sincerity and integrity. Any violation of this policy or actions that are not in adherence to the policy can lead up to and may include termination of employment and/or association with the YWCA.

Applications are considered for all positions without regard to race, religion, disability, national origin, citizenship, age, gender, or veteran status. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

PERSONAL DATA

Name _____
Last First Middle

Present Address _____
Street & Number, Route or P.O. Box City State Zip

Permanent Address _____
Street & Number, Route or P.O. Box City State Zip

Telephone () _____ () _____
Home Office

Social Security Number _____

On what date would you be available for work? _____

Are you available to work? Full-Time Part-Time Summer Temporary

Position Desired: _____
(Please use only official titles)

EDUCATION AND TRAINING

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED

College: 1 2 3 4 Graduate School: 1 2 3 4

SCHOOL NAME & ADDRESS	GRADUATED (YES/NO)	DATES ATTENDED	MAJOR FIELD OF STUDY	TYPE OF DIPLOMA OR DEGREE
High school or Vocational				
College or University				
Graduate School				
Other Educational Vocational School Internships, etc.				

Awards, Honors, and Fellowships Received _____

WORK HISTORY

List the last four positions you have held, beginning with the most recent job. Include military service assignments, part-time, summer, and significant volunteer work. Be sure to account for all gaps in employment. Accuracy of dates and addresses is essential.

1.	Name of employer _____	Phone _____	
	Business address _____		
	Name and title of supervisor _____		
	Title of your position _____		
	Dates of employment	From: _____	To: _____
		Mo. Yr.	Mo. Yr.
	Beginning Salary \$ _____ per _____		Final Salary \$ _____ per _____
	Reason for leaving _____		
	Description of duties and responsibilities _____		

	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		

2.	Name of employer _____	Phone _____	
	Business address _____		
	Name and title of supervisor _____		
	Title of your position _____		
	Dates of employment	From: _____	To: _____
		Mo. Yr.	Mo. Yr.
	Beginning Salary \$ _____ per _____		Final Salary \$ _____ per _____
	Reason for leaving _____		
	Description of duties and responsibilities _____		

3. Name of employer _____ Phone _____

Business address _____

Name and title of supervisor _____

Title of your position _____

Dates of employment From: _____ To: _____
Mo. Yr. Mo. Yr.

Beginning Salary \$ _____ per _____ Final Salary \$ _____ per _____

Reason for leaving _____

Description of duties and responsibilities _____

4. Name of employer _____ Phone _____

Business address _____

Name and title of supervisor _____

Title of your position _____

Dates of employment From: _____ To: _____
Mo. Yr. Mo. Yr.

Beginning Salary \$ _____ per _____ Final Salary \$ _____ per _____

Reason for leaving _____

Description of duties and responsibilities _____

GENERAL INFORMATION

Have you ever been employed here before? Yes No If yes, give dates: _____

Are you related by blood to any person now employed by the YWCA of the Greater Triangle, Inc.? Yes No
If yes, give name and relationship _____

Do you have a current Driver's License? Yes No

Do you have the legal right to work in the United States? _____ (Proof of citizenship or a legal work permit will be required upon employment.)

Have you been convicted of a criminal offense involving dishonesty or abuse (including but not limited to robbery, child abuse, fraud, etc.)? Yes No (Conviction will not necessarily disqualify applicant from employment.) If yes, please explain: _____

Veteran of the U.S. Military Service? Yes No Branch _____ Dates of Service _____

CERTIFICATIONS

Note expiration dates for certifications you hold:

_____ AHA or Red Cross Community CPR
Rescuer

_____ Water Exercise Certification (Type: _____)

_____ YMCA Exercise Certification (Type: _____)

_____ Aerobic Certification (Organization: _____)

_____ Personal Trainer Certification (Organization: _____)

_____ Red Cross CPR for the Professional

_____ Red Cross Standard First Aid

_____ Red Cross Lifeguard Training

_____ Red Cross Water Safety Instructor

_____ Other _____

SPECIAL SKILLS, QUALIFICATIONS, AND EXTRA-CURRICULAR ACTIVITIES

Please summarize _____

CLERICAL SKILLS

Typing Speed: _____
WPM

List office machines you can operate: _____

REFERENCES

Give three names and addresses with telephone numbers of persons who are NOT related to you and are NOT previous employers:

1. _____
Name Address Home phone # Work phone #

2. _____
Name Address Home phone # Work phone #

3. _____
Name Address Home phone # Work phone #

To help us track our recruitment efforts, please let us know where you heard about this job opening.

News & Observer *The Carolinian* College Newspaper _____
School

Other paper (please list) _____ YWCA Job Opening Book Referred by a friend _____
Friend's Name

Employment Security Commission College Placement office (please list) _____

Other: _____

APPLICANT'S STATEMENT

PLEASE READ BEFORE SIGNING

(If you have any questions regarding this statement, please ask them before signing.)

I understand that this application is not intended to be a contract of employment.

In processing this employment application, I understand that the YWCA may investigate the statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize my previous employers, personal references listed, and other persons or institutions shown on my application for employment to provide the YWCA of the Greater Triangle, Inc., any information requested and hereby release these former employers and individuals from all liability for any damage incurred in furnishing such information. In addition, in signing this application, I authorize the YWCA to supply my employment record in whole or in part and in confidence to any prospective employer, government agency, or other party with a legal and proper interest.

If accepted for employment, I understand that employment is contingent upon a satisfactory criminal background check. If accepted for employment, I understand that I will be on an introductory status for the first 6 months (for exempt employees) or the first 3 months (for non-exempt employees) of employment. Additionally, in the event of any employment by the YWCA of the Greater Triangle, Inc., I will comply with all rules and regulations as set forth in the YWCA Personnel Policies and other communication to all employees.

I certify that answers given herein are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant

Date

