

**APPLICATION FOR EMPLOYMENT**  
**“The YWCA IS An Equal Opportunity Employer”**

The Young Women’s Christian Association of the United States of America is a women’s membership movement nourished by its roots in the Christian faith and sustained by the richness of many beliefs and values. Strengthened by diversity, the Association draws together members who strive to create opportunities for women’s growth, leadership and power in order to attain a common vision:  
**PEACE, JUSTICE, FREEDOM, AND DIGNITY FOR ALL PEOPLE**

<b>PERSONAL</b>	Last Name First Middle			Date
	Street Address			Home Telephone ( )
	City, State, Zip			Alternate Telephone ( )
	Have you ever applied for employment with us? ↓ Yes ↓ No If Yes: Month and Year			email
	Position Desired			Pay Expected
	Apart from absence for religious observance, are you available for full-time work? ↓ Yes ↓ No If not, what hours can you work?			Will you work overtime if asked? ↓ Yes ↓ No
	Are you legally eligible for employment in the United States?			When will you be available to begin work?
	Have you ever been convicted of any crime, excluding misdemeanors and summary offenses, which have not been annulled, expunges or sealed by court? ↓ Yes ↓ No If yes: Describe in full			Have you ever been bonded? ↓ Yes ↓ No If yes, with what employers.

<b>EDUCATIONAL</b>	School	Name and Location of School	Course of Study	# of Years Completed	Did you graduate?	Degree or Diploma
	Graduate				↓ Yes ↓ No	
	College				↓ Yes ↓ No	
	Business / Trade Technical				↓ Yes ↓ No	
	High School				↓ Yes ↓ No	
	Elementary				↓ Yes ↓ No	

Subjects of Special Study or Research Work: \_\_\_\_\_

US Military or Naval Service: \_\_\_\_\_ Rank \_\_\_\_\_

Present Membership in National Guard or Reserves: \_\_\_\_\_

WORK EXPERIENCE: PLEASE LIST YOUR LAST FOUR EMPLOYERS STARTING WITH PRESENT OR LAST PLACE OF EMPLOYMENT					
Date Month / Year	Name, Address, and phone number of Employer	Salary	Position	Reason for Leaving	May we contact this employer
From					If no: why?
To					
From					If no: why?
To					
From					If no: why?
To					
From					If no: why?
To					

**REFERENCES:**

PLEASE GIVE THE NAMES OF THREE PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR AND HAVE WORKED FOR OR WITH IN THE PAST

NAME	ADDRESS AND PHONE NUMBER	BUSINESS	RELATIONSHIP

**RELEASE FORM:** I hereby authorize the Executive Director of the YWCA or designee to contact past employers and/or the references listed. This authorization constitutes a full release to discuss my work performance. I understand that the information given to the YWCA representative is confidential and will not be disclosed to me by the YWCA. A zerox copy or facsimile of my signature may be used as an original.

**APPLICANT'S STATEMENT:** By signing this application, I understand that, if hired by the YWCA of Binghamton/Broome County, I will be an employee 'at will', which means my employment with the Agency may be terminated at any time at the option of the Agency or myself. I also understand that neither this application nor any communication by a management representative is intended to or does in fact create a contract of employment.

I agree to conform to the rules and regulations of the YWCA of Binghamton/Broome County and understand that the Agency has complete discretion to modify such rules and regulations at any time.

The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission, on my part, of the facts in this application may be deemed as grounds to reject the application or can result in immediate dismissal.

I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I am aware that the Agency makes inquiries of law enforcement agencies, motor vehicle records, and child abuse records when applicable. I release all parties from any liability in connection with the provision and use of such information. Additionally, a criminal conviction will not disqualify an applicant from being hired, the nature of any offence will be considered along with time elapsed since the conviction, and the responsibilities of the job being filled.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_