

YWCA of Ulster County

209 Clinton Avenue
Kingston, NY 12401

Application for Employment

PERSONAL HISTORY

Name: _____ Date: _____

Address: _____ Social Security #: _____

_____ Date Available: _____

Phone: _____

Type of Work Desired: _____

If you are under 18, can you provide required proof of your eligibility to work? _____

Do you possess a valid driver's license? _____ What State? _____

Have you ever been convicted of a crime? _____ If yes, list nature and date of conviction(s), your age and time of offense, and your rehabilitation since the conviction: _____

(A conviction record will not necessarily be a bar to your employment)

Have you ever been employed previously by the YWCA? _____ If yes, give date: _____

Work Availability: Full Time: _____ Part Time: _____ Temporary: _____

EDUCATION

	Name of Institution	Location	Years Completed	Major/Courses	Did you Graduate/ Degree
High School					
College					
Other					

Describe any additional training, courses, certificates or licenses related to the position for which you applied.

Describe any honors you have received?

List any languages and indicate for each if you speak, read, and/or write.

List any other education, specialized training, apprenticeship, skills or certifications you possess related to this job.

SKILLS

Summarize work skills, qualifications and special training acquired from employment or other experiences such as volunteer work (please omit any references to groups which indicate race, color, religion, sex, age, marital status, disability, sexual orientation, citizenship status or national origin.

If you have computer experience, please list below what types of computers, programs and the type of experience with each (ie programming, data entry, word processing, etc.)

PERSONAL REFERENCES (not former employers or relatives)

Name and Occupation	Address	Phone number
1.		
2.		
3.		

VOLUNTEER EXPERIENCE

List volunteer positions held during the last three years which are relevant to this position.

Name & Address of Organization	Dates From/To	Position Held	Reason for Leaving
1.			
2.			

If you need additional space, please use a separate sheet of paper.

EMPLOYMENT HISTORY

May we contact your present employer? _____ Yes _____ No

Please list all employment starting with the most recent.

Name, Address, Phone Number of Employer/Name of Supervisor	Dates From/To	Position	Salary/ Hourly Rate	Reason for Leaving

If you need additional space, please use a separate sheet of paper.

If applying for a position which driving is required:

Driver's License #: _____ Name of State: _____ Classification:

Indicate those convictions related to moving violations within the last three years; and any suspension, revocation, DWI convictions, or any occurrence involving harm to persons or property while driving:

The YWCA of Ulster County does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, marital status, age or disability, No question on this application is intended to secure information to be used for discriminatory purposes.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

In processing this employment application, the YWCA of Ulster County reserves the right to contact previous employers to verify employment history and personal references.

I hereby acknowledge that I have read the foregoing disclosure and understand the same. I also affirm that my answers contained herein are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed, affect my application.

Signature: _____ Date: _____

Revised August 01