

Application for Employment

YWCA of Cortland, New York

The YWCA is an Equal Opportunity Employer

Thank you for your interest in working at the YWCA. We appreciate your application.

Please complete the attached application and authorization for release of information. Please print all information so it may be easily read. Be certain all forms are completely filled out and signed. Use the abbreviation "N/A" if a particular provision or section in the form is not applicable to you. Incomplete applications will not be considered. If you have any questions, please ask!

Your application will remain in our active files for up to one (1) year. If an appropriate opening occurs, your application will be reviewed along with others. It is not necessary for you to contact us regarding any job openings after you have completed your application. If you are included in the pool of the most qualified applicants, we will contact you to arrange an interview. Please notify us, in writing, if you address or telephone number changes.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, work experience, and other factors which are relevant in determining job performance. Credentials and experience will be verified through schools, former employers, and licensing/certification agencies (if applicable). As a Equal Employment Opportunity Employer, decisions to hire and promote are made without regard to race, color, creed, religion, sex, national origin, physical or mental disability, or age (as defined by law), or any other classification as required by applicable federal, state, or local law.

For Childcare Facility Applicants: Upon hiring, your name will be submitted for a criminal back-ground check and fingerprinting, which will be completed as required by and in accordance with state law (where applicable). Conviction of a crime is not an automatic bar to employment. However, some positions may not be held by persons convicted of certain crimes. Or as otherwise required by applicable law. Immunizations must be up-to-date and a current TB test is mandated. A statement from a physician verifying that you are in good health to work with children is also required.

You must be at least 16 years of age to work in School Age, 18 or have a high school Diploma to work in childcare, and must have working papers and at least 15 year of age to work in Health and Fitness programs.

Application for Employment

YWCA of Cortland

The YWCA is an Equal Opportunity Employer

eliminating racism
empowering women
ywca

Position Applying For: _____

PLEASE PRINT NEATLY!

Applicants for employment will receive consideration without discrimination because of race, color, creed, religion, sex, national origin, physical or mental disability, or age (as defined by law), or any other classification as required by applicable federal, state, or local law. If you require a reasonable accommodation to participate in the pre-employment process, please advise the YWCA of Cortland's representative of your requested accommodation.

Last Name	First Name	Middle Initial

Street Address	City	State	Zip

Phone Number

Social Security Number

Email Address

Are you at least 18 years old? Yes No

For some positions, the YWCA may consider you for employment if you are under 18.

Have you ever applied to work for or been employed or volunteered for the YWCA? Yes No

If yes, when and where? _____

Why did you leave? _____

YWCA policy prohibits relatives from working under the direct supervision of one another. Are you currently related to any YWCA employee at the facility for which you are applying for employment? Yes No

(Note: A "yes" answer is not necessarily an automatic bar to employment).

Can you legally work in the U.S.? Yes No (Proof of citizenship or immigration status will be required upon employment.)

If you are applying for a position which requires the operation of a motor vehicle, owned or leased by the YWCA, or if you must use your own vehicle for the organization's purposes, please complete the following:

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

Do you have any limitations that would prevent you from carrying out the job duties as listed in the job description?

Yes No If yes, please explain: _____

Hours and Days Available to Work: _____

Education

High School	Name
	Grade Completed
College Transcript May Be Required	Name
	Degree or Certificate
	Name
	Degree or Certificate
Other Trade, Technical, Military	Name
	Degree or Certificate
	Certificate Name(s) (example: WSI, LGT, CPR)
	Year Completed

Experience (start with most recent)

May we contact your current employer? No Yes
The YWCA reserves the right to contact prior employers

Company Name	Position Held	Address Phone #
Responsibilities		
Reason for Leaving	Name of Supervisor	Dates Employed
Company Name	Position Held	Address Phone #
Responsibilities		
Reason for Leaving	Name of Supervisor	Dates Employed
Company Name	Position Held	Address Phone #
Responsibilities		
Reason for Leaving	Name of Supervisor	Dates Employed

Please list any other experiences, skills, or training which you feel would qualify you for work with the YWCA

Have you ever pled guilty or no contest to, or been convicted of a crime? No Yes If yes, please provide date(s) and detail: _____

Office Skills

Calculator <input type="checkbox"/> Yes <input type="checkbox"/> No Computer <input type="checkbox"/> Yes <input type="checkbox"/> No What kind? _____ Spreadsheet <input type="checkbox"/> Yes <input type="checkbox"/> No What kind of software? _____ Word Processing <input type="checkbox"/> Yes <input type="checkbox"/> No What kind of software? _____ Data Base <input type="checkbox"/> Yes <input type="checkbox"/> No What kind of software? _____	<u>Have you ever done:</u> Journal Entries <input type="checkbox"/> Yes <input type="checkbox"/> No Payroll <input type="checkbox"/> Yes <input type="checkbox"/> No Accounts Payable <input type="checkbox"/> Yes <input type="checkbox"/> No Accounts Receivable <input type="checkbox"/> Yes <input type="checkbox"/> No Bank Reconciliation <input type="checkbox"/> Yes <input type="checkbox"/> No Data entry <input type="checkbox"/> Yes <input type="checkbox"/> No
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I learned about employment opportunities with the YWCA of Cortland through: (check as many that apply):

- Friend Employment Agency Recruitment Fair YW Newsletter
 Employee _____ School _____ Other _____

References (business/professional and former supervisors) THESE PEOPLE MAY BE CONTACTED BY THE YWCA. (Additional verbal and/or written references may also be required by the YWCA to the extent required by state law.)

Name	Address/City/State/Zip	Phone #	Occupation	Years Known

Applicant Agreement

Please Read Carefully

I, _____ (please print your name), understand that any false answers or statements made by me on this application or any supplement thereto or any false statements made to a representative of the YWCA of Cortland during the interview process, will be sufficient grounds for immediate discharge, no matter when discovered.

I understand and voluntarily agree that, if hired, I will complete all education trainings and take all tests, required by the YWCA of Cortland or local, state, or federal law or regulations, and that failure to complete such courses or trainings when required or requested may result in my immediate dismissal. I understand and agree that if hired, in the performance of my duties as an employee of the YWCA of Cortland, I must hold in confidence any and all information that I come in contact with regarding my employer and consumers.

I further understand that any potential offer of employment made by the YWCA of Cortland is conditional pending the results of any state required criminal background check and/or satisfaction of all state required licensing requirements which may include medical requirements where applicable by law.

I have read and agree to the preceding Applicant Agreement.

Applicant Signature	Date