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|---|--|-------------------|--------|------------------------|
| PERSONAL | Last Name | First | Middle | Date |
| | Street Address | City | State | Zip |
| | E-mail | | | Home Telephone Number |
| | How did you hear about the YWCA Greater Los Angeles? | | | Social Security Number |
| | Position Desired | Availability Date | | Pay Desired |
| | Type of Employment: | | | |
| | <input type="checkbox"/> Full-time <input type="checkbox"/> Days <input type="checkbox"/> Temporary <input type="checkbox"/> Summer Only <input type="checkbox"/> Substitute <input type="checkbox"/> Part-time <input type="checkbox"/> Nights <input type="checkbox"/> Regular <input type="checkbox"/> Weekends <input type="checkbox"/> On-Call | | | |
| | Have you previously worked for the YWCA Greater Los Angeles? <input type="checkbox"/> No <input type="checkbox"/> Yes - In what capacity? | | | |
| | Do you have the legal right to work in this country? <input type="checkbox"/> No <input type="checkbox"/> Yes (If employed, you will be required to provide proof of right to work, i.e. alien registration or visa number) | | | |
| | Do you speak any languages other than English? <input type="checkbox"/> No <input type="checkbox"/> Yes What language(s) do you speak fluently? | | | |
| | Is there anything that would prevent you from safely performing the duties for which you have applied? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| | What office/business machines and computer software can you operate? | | | |
| | Computer Software Experience: | | | |
| _____ <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced | | | | |
| _____ <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced | | | | |
| _____ <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced | | | | |
| _____ <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced | | | | |
| Typing Speed: _____ wpm | | | | |

| EDUCATION | School | Name & Location of School | Course of Study | No. of years Completed | Did you Graduate? | Degree or Diploma | Year of Graduation |
|------------------|---------------------------|---------------------------|-----------------|------------------------|-------------------|-------------------|--------------------|
| | College/ University | | | | | | |
| | Business/Trade /Technical | | | | | | |
| | High School | | | | | | |

Special Education Sign Language

List courses, seminars or training programs attended which relate to the position applied for: _____

List name used in school or other employment if different from current name: _____

| CERTIFICATES | |
|--|--|
| List special certification(s) you currently hold that are applicable to this position: | |
| Professional or Educational Memberships: | |

| | | |
|---|--|--|
| MILITARY | Have you served in the U.S. Armed Forces? <input type="checkbox"/> No <input type="checkbox"/> Yes Rank: _____ | |
| Branch of Service: _____ | Date Entered: _____ | Date Discharged: _____ |
| Describe any training received relevant to the position for which you are applying that you received in the Armed Forces. | | |
| EMPLOYMENT | | Please give accurate and complete employment record. Start with your present or most recent employer. Account for any periods of unemployment. |

| | | |
|----------|-----------------------------------|---|
| 1 | Company Name | Telephone |
| | Address | Employed – (State month and year) From To |
| | Name of Supervisor | |
| | Job Title: Describe your Work: | Reason for Leaving: |
| | | May we contact: <input type="checkbox"/> No <input type="checkbox"/> Yes |

| | | |
|----------|-----------------------------------|---|
| 2 | Company Name | Telephone |
| | Address | Employed – (State month and year) From To |
| | Name of Supervisor | |
| | Job Title: Describe your Work: | Reason for Leaving: |
| | | May we contact: <input type="checkbox"/> No <input type="checkbox"/> Yes |

| | | |
|----------|-----------------------------------|---|
| 3 | Company Name | Telephone |
| | Address | Employed – (State month and year) From To |
| | Name of Supervisor | |
| | Job Title: Describe your Work: | Reason for Leaving: |
| | | May we contact: <input type="checkbox"/> No <input type="checkbox"/> Yes |

| | | |
|----------|-----------------------------------|---|
| 4 | Company Name | Telephone |
| | Address | Employed – (State month and year) From To |
| | Name of Supervisor | |
| | Job Title: Describe your Work: | Reason for Leaving: |
| | | May we contact: <input type="checkbox"/> No <input type="checkbox"/> Yes |

With what ethnic groups have you successfully worked? _____

With what age groups have you successfully worked? _____

DRIVING

Do you have access to transportation that will enable you to perform the duties for which you have applied? No Yes

Do you have a valid driver's license? No Yes

Do you have a good driving record? No Yes

REFERENCES (Other than relatives)

| NAME | ADDRESS | TELEPHONE | Occupation & Length of Acquaintance |
|------|---------|-----------|-------------------------------------|
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| VOLUNTEER | Would you be interested in volunteering for the YWCA Greater Los Angeles? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | | |
|------------------|--|------------------------------|--------------|--------------|-------|
| | Do you have volunteer experience? <input type="checkbox"/> No <input type="checkbox"/> Yes Please provide the following information: | | | | |
| | <i>You may list volunteer experience that is relevant to the position for which you are applying (Optional)</i> | | | | |
| | Agency and Location | Supervisor and Telephone No. | Type of Work | Time Donated | Dates |
| | | | | | |

MISCELLANEOUS

Positions in organizations that are relevant to the position for which you are applying:

Have you participated in the YWCA Greater Los Angeles? No Yes - In what capacity?

Do you have relatives who are employed by the YWCA Greater Los Angeles?
 No Yes - Please state name, position and location.

Special Interests or Comments

Authorization for Investigation and Release of Information

I have applied for employment with the YWCA Greater Los Angeles. In connection with my application and any employment that may result, I authorize the YWCA Greater Los Angeles to investigate my references, work record, education, criminal conviction record and all other matters related to my suitability for employment.

I also authorize all employers, educational institutions, organizations where I have provided volunteer services and references to provide to the YWCA Greater Los Angeles any and all pertinent information (including personal information) they may have, whether favorable or unfavorable.

I hereby release all parties and persons from any and all liability for damages that may result from furnishing such information to the YWCA Greater Los Angeles, and I hereby release the YWCA Greater Los Angeles and its employees and agents from any and all liability for damages that may result from its investigation and from the use or disclosure of such information.

I agree that a photocopy of this authorization and release shall be deemed valid and effective as an original.

Signature _____

Date _____

Printed Name _____

Equal Opportunity Employer

It is the policy of the YWCA Greater Los Angeles to provide equal employment opportunity, without discrimination, to all applicants and employees regardless of race, gender, color, religion, national origin, age, veteran status, marital status, citizenship, political affiliation, sexual preference, physical or mental disability, or any other classification prohibited by federal, state or local law. The YWCA Greater Los Angeles is an “equal opportunity employer/program” and that “auxiliary aids and services are available upon request to individuals with disabilities”.

Verification and Agreement to At-Will Nature of Employment

I certify that the information contained in this application, and in any resume submitted with this application, is true and complete to the best of my knowledge. I understand that any deliberate falsification, misleading statement or material omission on this application or my resume, or during the pre-employment process, is sufficient reason for not being offered employment, or if employed, is cause for dismissal, regardless of the time elapsed before or after discovery.

I understand that I may be subject to a criminal records check after offer of employment, and that my fingerprints will be taken for the position I am seeking.

I understand that any employment I might be offered by the Association is “at will”. This means that, if employed by the Association, I am free to end my employment at any time, with or without cause and with or without advance notice. It also means that the Association may terminate my employment at any time, with or without cause and with or without advance notice, or may modify any aspect, term or condition of my employment (e.g., job duties, title, compensation, hours, benefits, and policies) – except for the “at will” nature of the employment relationship – at any time, with or without cause and with or without advance notice. I understand that the “at will” nature of my employment relationship with the Association cannot be modified except by a written agreement signed by the YWCA Greater Los Angeles President/Chief Executive Officer.

Signature _____

Date _____

Persons applying for employment must meet specific job requirements, including education, training and years of experience. We, therefore, suggest that you carefully review your qualifications and background versus the job requirements prior to applying. Only persons meeting minimum requirements will be contacted for interviews. Applicants who do not meet minimum requirements may be reclassified to positions for which they do qualify.

While we personally will not contact every applicant, please be assured that we very much appreciate your interest in applying for a position with YWCA Greater Los Angeles. You may, of course, at any time, call to check on the status of your application.