

**eliminating racism
empowering women**



Greater Newburyport

Mission Statement of the YWCA
YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Last Name: _____		First Name: _____		Middle Name: _____	
Address: _____				Email: _____	
City: _____		State: _____		Zip: _____	
Home Phone: () _____ - _____		Cell Phone: () _____ - _____			
Position (s) applied for: _____				Date of application: _____	
How did you learn about us?					
_____ Advertisement		_____ Walk-in		_____ Friend	
_____ Employment Agency		_____ Website		_____ Facebook	
				_____ Relative	
				_____ Other	
				YES	NO
If you are under 18 Years of age, can you provide required proof of your eligibility to work?					
Have you ever been employed with us before? If so when? _____					
Are you currently employed? If yes give dates of most recent employment: _____					
May we contact your present employer?					
Are you currently on "lay-off" status and subject to recall?					
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? <i>Proof of citizenship or immigration status will be required upon employment.</i>					
Can you travel if job requires it?					
Can you speak a language other than English if yes _____					
Have you ever had any job-related training in the United States military? If so, please note type: _____					
Are you physically or otherwise able to perform the duties of the job for which you are applying?					
On what date would you be available for work? _____					
Are you seeking: _____ Full time _____ Part Time _____					
Are you available to work (Check all that apply)					
_____ Early Morning (5:30 AM)		_____ Morning		_____ Afternoon	
_____ Weekdays		_____ Saturday		_____ Evening _____ Late Evening (9:00 PM)	
				_____ Sunday	

Education

	School Name	School Location	Highest Level Completed
High School			
College			
Trade School			
Describe course of study			
Describe, any specialized training, apprenticeship, skills, and extra-curricular activities			

Certifications

Type	Yes	Valid Through	Certification Agency and Certification Number (if applicable)	No
First Aid				
CPR				
Lifeguard				
Lifeguard Trainer				
Water Safety Instructor				
WSI Trainer				
Water Fitness Instructor				
Personal Training				
Site Coordinator				
Group Leader				
Asst Group Leader				
Other				

Non-Employment References

Name	Phone Number	Your relationship to this individual?
1.		
2.		
3.		

What is your Relationship to the YWCA?

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer Name			Work Performed
Employer's Address			
Phone Number	Start Date	End Date	
Job Title			
Supervisor	Starting Salary	Ending Salary	Reason for Leaving
Employer Name			Work Performed
Employer's Address			
Phone Number	Start Date	End Date	
Job Title			
Supervisor	Starting Salary	Ending Salary	Reason for Leaving
Employer Name			Work Performed
Employer's Address			
Phone Number	Start Date	End Date	
Job Title			
Supervisor	Starting Salary	Ending Salary	Reason for Leaving

Applicant's Statement

I certify that answers given herein are true and complete to the rest of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize the **YWCA Greater Newburyport** to contact all of the references listed on this application or contained in my resume.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant Date

The **YWCA** considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

for YWCA use only

Date Received:	YES	NO
Arrange Interview?		
Contact References? References contacted by: _____		
Offer Employment		
Employment offered request to hire completed and approved? Job Title: _____ Starting Salary _____		

additional notes

NOTES