

## EMPLOYMENT APPLICATION

The YWCA of the Hartford Region, Inc. believes there is strength in diversity and equal opportunity. We are committed to both, in our relationship to the communities we serve, and in our treatment of staff and volunteers. Equal employment opportunity is provided to all people without regard to race, ethnicity, sexual orientation, age, gender, religion, marital status, disability, political belief, military status or language differences.

### Mission

The YWCA of the Hartford Region is a women's membership organization that empowers women and girls and eliminates racism.

### Vision

The YWCA of the Hartford Region shall be a premier membership organization of diverse women and girls, a leader in eliminating racism in our community, and advocating for peace, justice, freedom and dignity for all people.

### I. GENERAL INFORMATION

Please type or print all information

Name: (Last, First, M.I.)

Please list any other names by which you have previously been known. Such information will be used only for the purpose of verifying identity, employment history or educational background.

Present Address: City: State: Zip code:

Telephone: Social Security #: Date of Application:

Day: Evening:

Are you either a United States Citizen or authorized to work in the United States?  Yes  No

Were you ever employed by the YWCA?  Yes  No

If yes, in what position, department and site: \_\_\_\_\_

Dates employed:

How were you referred to the YWCA?

YW Employee  Friend  Agency

Advertisement (if checked, in what publication?) \_\_\_\_\_

Other (please specify)

If you are less than 18 years of age, can you finish a work permit?  Yes  No

Do you have a relative who is currently working for the YWCA of the Hartford Region?  Yes  No

If yes, please state her/his full name, position, department or site:

**II. POSITION DATA**

Specific position(s) for which you are applying.

Hours available: From: \_\_\_\_\_ To: \_\_\_\_\_  Full Time  Part Time

Days Available: \_\_\_\_\_ Wage/Salary Range Desired: \_\_\_\_\_

When could you start?

**III. EDUCATION HISTORY**

Name and Location of Educational Institution	Years Completed	Degree or Certificate	Major/Minor Subject Areas Other Courses

Please list special skills and licenses or certificates relevant to the performance of the position in question.

**IV. EMPLOYMENT HISTORY****Please list all jobs you have held in the last ten years. Begin with most recent or present employer. Give all information requested below, even if duplicated on your resume. You may also include any verified work performed on a volunteer basis.**

Name of Employer:	Telephone
Address:	
Title/Position held:	Dates Employed: From: _____ To: _____
Supervisor's Name:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Responsibilities:	
Salary information (Disclosure is voluntary): Starting: _____ Ending: _____	Reason for Leaving:
Name of Employer:	Telephone
Address:	
Title/Position held:	Dates Employed: From: _____ To: _____
Supervisor's Name:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Responsibilities:	
Salary information (Disclosure is voluntary): Starting: _____ Ending: _____	Reason for Leaving:
Name of Employer:	Telephone
Address:	



**READ CAREFULLY BEFORE SIGNING**

I understand that any offer of employment may be conditional on the results of a physical examination by a physician designated by the YWCA of the Hartford Region. I also understand that any job offer will be contingent upon satisfactory references. I further understand that the YWCA does not normally solicit outside agencies to investigate and report on character, general reputation, personal characteristics and the like with respect to applications submitted by persons being considered for employment. However, I also understand that in individual cases the YWCA may elect to do so and that this statement has been included in my application for employment to inform me in this regard. I hereby release all persons, firms, schools, organizations and/or corporations furnishing references or other information concerning me from liability. I also release the YWCA from any liability which might result from requesting such information.

I further understand that any misleading or incorrect information, misrepresentation, or omission of necessary facts may render this application void or may be cause for immediate dismissal whenever discovered and that the issuance of this application blank does not necessarily indicate that there are positions open at present. I also recognize that the YWCA of the Hartford Region policies, rules, benefit plans, and procedures may be modified or amended at any time at the discretion of the YWCA.

If employed, I agree to conform to the rules and regulations of the YWCA and my employment and compensation can be terminated with or without cause, and with or without notice, at any such time at the option of the YWCA or myself. I understand that no representative of the YWCA other than the Executive Director of her designated staff may enter into employment for any specified period of time to make any agreement contrary to the foregoing. Any such agreement must be in writing.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**VIII. FOR YWCA USE ONLY**

References Checked?       Yes       No

Which Ones?       All       1       2       3       4

Former Employees Contacted?       Yes       No      If yes, please attach comments.

Was applicant hired?       Yes       No      If yes, date begin:

Position:      Site:

COMMENTS:

Interviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_