



Application for Employment

Position applying for	Date available for employment	Are you over the age of 18?
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General Information

Name (Last, First, Middle Initial)	Home Telephone	Work Telephone	Email Address					
Mailing Address (No PO Boxes)		City	State	Zip Code				
Have you ever been an employee of the YWCA San Antonio or any other YWCA? <input type="checkbox"/> No <input type="checkbox"/> If yes, Please indicate date of employment and your former name (s) if your name changed, where you on YWCA retirement?								
Do you have any relatives that work for the YWCA San Antonio? <input type="checkbox"/> No <input type="checkbox"/> If yes, state name and relation.								
Can you provide proof, if hired, that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Have you ever been convicted of a crime other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Please explain _____ (convictions are not an absolute bar to employment but will be considered in relationship to the job requirements)								
Can you be bonded? (Theft) <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain _____								
How did you hear about this opening?		What days are you available to work?						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Did you graduate from high school or receive a GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No						
School Name and Location (college, business, nursing, vocational, or other)	Number of Credits		Field of Study		Did you Graduate?	Diploma or degree earned
	Qtr.	Sem.	Major	Minor		
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

Education and Training

License or Certification

License/Certification	State	Profession	License/Certification #	Expiration Date

Equal Opportunity Employer

The YWCA San Antonio does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and complies with the provisions of the state of Texas Human Rights Act.

U.S. Military Service

Indicate Branch	Rank at discharge	Date of entry	Release Date

Language Skills

Language	Speak	Write	Read
	<input type="checkbox"/> Fair <input type="checkbox"/> Fluent	<input type="checkbox"/> Fair <input type="checkbox"/> Fluent	<input type="checkbox"/> Fair <input type="checkbox"/> Fluent
	<input type="checkbox"/> Fair <input type="checkbox"/> Fluent	<input type="checkbox"/> Fair <input type="checkbox"/> Fluent	<input type="checkbox"/> Fair <input type="checkbox"/> Fluent

Employment History

Employer _____ Phone Number () _____ - _____
 Address _____
 Title/Position _____ Final Salary _____
 Employed
 From / to / Reason for leaving _____
 Position responsibilities _____
 May we contact your previous employer? Yes ___ or No ___ If no, reason _____

Employer _____ Phone Number () _____ - _____
 Address _____
 Title/Position _____ Final Salary _____
 Employed
 From / to / Reason for leaving _____
 Position responsibilities _____
 May we contact your previous employer? Yes ___ or No ___ If no, reason _____

Employer _____ Phone Number () _____ - _____
 Address _____
 Title/Position _____ Final Salary _____
 Employed
 From / to / Reason for leaving _____
 Position responsibilities _____
 May we contact your previous employer? Yes ___ or No ___ If no, reason _____

Volunteer work/ Professional memberships

References

Name	Address	Occupation/Title	Phone Number

Please Read the following statements closely.

*** I hereby guarantee the completeness and correctness of the information shown on this application. If employed, any misstatement or omission of facts may result in my dismissal. I understand that I authorize the YWCA San Antonio to conduct a background check in connection with this application for employment. Data obtained will be kept confidential. I understand that this application is not an employment contract. ***

 Signature of Applicant

 Date

An application for employment is not to be construed in any way as a contract for employment. If employed, the employment relationship may be terminated at any time, and for any reason, by the employee or employer.