



Application for Employment

Position applying for	Dates 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? ___ Yes ___ No						
If yes, please indicate date of employment and your former name (s) if your name changed. Did you participate in YWCA retirement?						
Do you have any relatives that work for the YWCA San Antonio? ___ Yes ___ No If yes, state name and relation.						
Can you provide proof, if hired, that you are eligible to work in the United States? ___ Yes ___ No						
Have you ever been convicted of, pled no contest or "nolo contendere" to or received deferred adjudication for a crime other than a minor traffic violation? ___ Yes ___ No						
If yes, Please explain _____						
Please do not include any criminal record that has been sealed or expunged. Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.						
Can you be bonded? (Theft) ___ Yes ___ 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

Education and Training

Did you graduate from high school or receive a GED Certificate?		Yes	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			
					Yes No		
					Yes No		
					Yes No		
					Yes No		

License or Certification

License/Certification	State	Profession	License/Certification #	Expiration Date

Equal Opportunity Employer

The YWCA San Antonio is an Equal Employment Opportunity Employer and 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 all federal, state and local employment laws.

U.S. Military Service

Indicate Branch	Rank at discharge	Date of entry	Release Date

Language Skills

Language	Speak	Write	Read
	Fair Fluent	Fair Fluent	Fair Fluent
	Fair Fluent	Fair Fluent	Fair 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 _____
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Employer _____ Phone Number () _____ - _____
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 Title/Position _____ Final Salary _____
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 From / to / Reason for leaving _____
 Position responsibilities _____
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Volunteer work/ Professional memberships

References

Name	Address	Occupation/Title	Phone Number

ACKNOWLEDGEMENT

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 dismissal. This application for employment is not to be construed in any way as a contract for employment. I expressly understand and agree that, my employment, if any, will be "at will", which means that either YWCA San Antonio or I may terminate my employment with or without cause and with or without notice. I understand that no representation, whether oral or written, by any representative or agent of YWCA SAN ANTONIO, at any time, can constitute an implied or express contract of employment. I further understand no representative or agent of YWCA SAN ANTONIO has the authority to enter into an agreement for employment for any specified period of time other than in a document signed by the CEO/President/Executive Director or an authorized representative.

I further understand and acknowledge that an offer of employment is conditioned upon complying with YWCA SAN ANTONIO's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background investigation and taking a drug test.

Applicant's Name

Date

Signature of Applicant