

APPLICATION FOR EMPLOYMENT

YWCA Enid
525 S. Quincy
Enid, OK 73701
580/234-7581

The YWCA offers equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

Job applications will only be considered active for 60 days after which the applicant must reapply for further consideration.

Applicants may request any needed accommodation to participate in the application process. For example, an applicant may require assistance in filling out the application form, or participating in a job interview.

Position applied for: _____

Name: (Print) _____ Home or message phone: _____

Address: _____ How long? _____
(Street) (City) (State & Zip)

Previous Address: _____ How long? _____

Do you have the legal right to work in the United States? ___ Yes ___ No

Have you ever applied for a job with us before? ___ Yes ___ No If yes, when? _____

Have you ever worked for us before? ___ Yes ___ No If yes, when? _____

Type of employment ___ Full time ___ Part time When could you report to work? _____

Rate of pay expected \$ _____ Are you employed now? ___ Yes ___ No

If employed, why do you desire to make a change? _____

Who referred you? _____

Have you ever been convicted of or pled guilty or "no contest" to a felony? ___ Yes ___ No If yes, state offense, date court, and place where conviction occurred _____

NOTE: Conviction of a felony does not automatically disqualify an applicant for employment.

Are there any special accommodations needed to perform the duties of the job applied for? ___ Yes ___ No

If yes, how would you perform the tasks of the job and with what accommodation? _____

Type of School **Name & Address of School** **Major** **Circle last year completed** **Graduate? Give degree**

Elementary _____ **5 6 7 8**

High School _____ **9 10 11 12**

College _____ **1 2 3 4**

Please provide any additional information such as special skills, training, management experience, equipment operation, or qualification you feel will be helpful to us in considering your application. _____

REFERENCES

(List those familiar with your work ability. Do not include relatives)

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

EMPLOYERS FOR THE LAST 10 YEARS

(Attach a sheet if necessary, start with most current employer and complete in full)

Present or most recent employer: _____ Type of Business: _____
Company: _____ Business Phone: _____
Address: _____

When you started When you left Name of last Supervisor
Date: _____ Date: _____
Salary: _____ Salary: _____ Title: _____
Description of Job: _____ Description of Job: _____ Reason for leaving: _____

May we contact employer? ___ Yes ___ No

Present or most recent employer: _____ Type of Business: _____
Company: _____ Business Phone: _____
Address: _____

When you started When you left Name of last Supervisor
Date: _____ Date: _____
Salary: _____ Salary: _____ Title: _____
Description of Job: _____ Description of Job: _____ Reason for leaving: _____

May we contact employer? ___ Yes ___ No

Present or most recent employer: _____ Type of Business: _____
Company: _____ Business Phone: _____
Address: _____

When you started When you left Name of last Supervisor
Date: _____ Date: _____
Salary: _____ Salary: _____ Title: _____
Description of Job: _____ Description of Job: _____ Reason for leaving: _____

May we contact employer? ___ Yes ___ No

PLEASE READ THE FOLLOWING CERTIFICATION CAREFULLY BEFORE SIGNING JOB APPLICANT'S CERTIFICATION

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient reason for denial of employment or discharge if hired. I authorize the use of any information in this application to verify my statements, and except as indicated above, I authorize past employers all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous education or employment record. I release all such persons from any liability or damages on account of having furnished such information. I consent to such investigations as this employer may make regarding law enforcement records, and my general background. I further understand that all applicable portions of this application must be completed or I will be ineligible for consideration for the position for which I am applying.

I understand that nothing contained in this employment application or in the granting of an interview or of a position of employment is intended to create a contract between this employer and myself for either employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no promise or guarantee of employment for any specific length of time or under any specified circumstances shall be binding upon this employer. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and for any reason and that this employer retains the same right.

I understand that if employed, the policies and rules which are issued by this employer are not conditions of employment and that this employer may revise policies or procedures, in whole or in part, unilaterally at any time.

IMPORTANT: IF YOU DO NOT UNDERSTAND OR IF YOU DISAGREE WITH ANY PORTION OF THE ABOVE CERTIFICATION, DO NOT SIGN BEFORE DISCUSSING WITH THIS EMPLOYER.

Signature of applicant

Date