

Application for Employment
 YWCA of High Point
 112 Gatewood Ave.
 High Point, NC 27262
 (336) 882-4126

YWCA Mission: The empowerment of women and girls and the elimination of racism

Name: _____ Date: _____
 Last First Middle

Address: _____ Home Phone: _____
 _____ Work Phone: _____

E-Mail: _____ Cell Phone: _____

DOB: _____ Position Applying For: _____ Full Time: Part Time:

Education	Name & Address of School	Date of Attendance	Degree (s) Certification (s)
High School			
College			
Technical, Business or Training			

Work Experience (List most recent first, use additional sheet if necessary)

Dates: To: From:	Name of Company	Supervisor Name and Title	Job Title	Description of Duties	Salary	Reason for Leaving

Please list community experience: _____

SPECIAL TRAINING RELATED TO POSITION YOU ARE APPLYING FOR (certifications, etc.)

Training/Certifications	Location	Date Completed	Date of Expiration

Do you have the right to work in the USA? Yes _____ No _____
(Proof of citizenship or legal work permit will be required if employed)

Have you ever been convicted of a Felony? Yes _____ No _____ If yes, give details: _____

Have you ever been convicted of a sex or child abuse related offense? Yes _____ No _____ If yes, give details: _____

What do you consider your most outstanding qualification for the position for which you have applied?

Do you possess a valid driver's license? Yes _____ No _____

Personal References: Please give name, address and telephone number of three people who can testify as to your character and ability (not family members)

Name	Address	Telephone No.

Please read the following statement carefully and sign.

I hereby affirm that all statements made herein are true and correct. I authorize the YWCA to conduct whatever investigation it deems necessary to confirm statements submitted on this application. If investigation determines any untrue statement was made, I accept this as sufficient grounds for refusal to hire or dismissed.

I also authorize the YWCA to verify all information is valid or correct with former employers and persons, firm or corporation, school or college given as reference to answer any and all information that may be sought in connection with this application concerning my work habits, character or skill.

The use of this application form does not indicate that there are any positions available and in no way obligates the YWCA of High Point, NC.

The YWCA IS AN EQUAL EMPLOYMENT / AFFIRMATIVE ACTION EMPLOYER

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

Applicants Signature

Date