



**YWCA OF BRUNSWICK
APPLICATION FOR EMPLOYMENT**

Human Resources Department
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YWCA OF BRUNSWICK IS AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT'S STATEMENT

I understand that the YWCA of Brunswick is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, or disability, or any other category protected by federal, state, or local law.

I give the Brunswick YWCA the right to make inquiries of persons, companies, and agencies that may have knowledge of my professional qualifications, experience, and abilities, and to perform other investigative inquiries as may be necessary to confirm the facts supplied on my application materials and my ability to perform the duties of this position. I hereby release from liability the YWCA and its representatives and all other persons, companies, and agencies for furnishing such information. I further understand that if I am selected for employment, I will be required to submit and pass a drug test and criminal records check. I also authorize the YWCA of Brunswick to provide dates of employment and position(s) of my employment with it to future employers and I agree to hold it harmless for providing such information.

I further understand that by submitting these application materials, I am not being offered employment now and I may never be offered employment. I understand that if I do become employed by the YWCA of Brunswick, I cannot be guaranteed employment for any specific length of time; and that any compensation is not for a definite period at any stated amount. I understand that all employees must serve a probationary period and that employment may be terminated at any time during the probationary period, with or without notice, and without right of appeal to the YWCA.

By my signature below I attest that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, deliberate omission of fact, incomplete, or unsatisfactory in any respect (as determined by the YWCA of Brunswick in its sole judgment) I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

Date _____ Applicant's Signature _____

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF (12) MONTHS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

ALL APPLICATIONS, RESUMES, LETTERS OF REFERENCE, ETC. SUBMITTED BECOME THE PROPERTY OF THE YWCA OF BRUNSWICK AND WILL NOT BE RETURNED.

DO NOT SIGN UNTIL YOU READ AND UNDERSTAND THIS STATEMENT.

Date _____ Applicant's Signature _____

Your failure to fully and completely answer each inquiry on this application may disqualify you from consideration for employment.

PERSONAL DATA

Last Name	(Previous Last Name)	First Name	Middle Name
Present Address		How long have you lived there?	
Street and Number		Years	Months
City, State, Zip			
Previous Address		How long did you live there?	
Street and Number		Years	Months
City, State, Zip			
Cell#	Home#	Work#	E-mail Address
			Are you 18 years of age or older? Yes No
Position Desired: _____ Category of Employment: Full-Time Part-Time Temporary			
When are you available for work? _____			

BACKGROUND INFORMATION

If hired, can you provide proof that you are legally entitled to work in the U.S.? Yes No

If not, what steps must be taken for you to begin employment lawfully? _____

Have you ever been terminated or asked to resign from any job? Yes No

If yes, please explain circumstances. _____

May we contact your current employer? Yes No

If no, please explain: _____

Have you ever worked for the YWCA of Brunswick? Yes No If yes, what year and department? _____

If yes, please give dates and position: _____

Have you ever filed a written application for employment with us? If yes, please give dates and position: _____

Do you have any **relatives** working here? Yes No If so, whom? _____

Relationship: _____

Have you ever plead "no contest," *nolo*, or guilty to a crime, or been convicted of a crime? (Omit non-moving traffic violations and any offense which was finally adjudicated in a Juvenile Court or under a Youth Offender Law) Yes No

Have you ever been convicted of a felony? Yes No

Are any charges currently pending against you? Yes No

Has any adjudication ever been withheld? Yes No

NOTE: Answering "yes" to these questions does not constitute an automatic bar to employment). If you answered yes to any of the preceding questions, please give dates and details:

Do you have any commitments, including but not limited to, a non-compete or non-solicitation or confidentiality agreement with any current or former employer which may affect or restrict your employment or ability to perform the duties for which you are hired? Yes No

If yes, explain: _____

EDUCATION

School	Diploma/Degree	Describe Course of Study or Major	Specialized- Experience; Training, and Skills
Elementary/Middle 1 2 3 4 5 6 7 8			
High School 9 10 11 12			
College/University 1 2 3 4			
Graduate/Professional 1 2 3 4			
Trade or Correspondence			

PREVIOUS EMPLOYMENT

Please include part-time and temporary employment. Be sure to account for all periods of time, including military service and any period of unemployment. If self-employed, give company name and supply business references. **DO NOT ANSWER "SEE RESUME."** Fill out this form completely. Fill out this form completely. If the above does not cover at least 5 years include additional sheet of paper.

Name of last or present employer		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address		Hourly Rate/Salary		
		Starting	Final	
Last Job Title	Last Supervisor's Name and Title			How much notice did you give?
Account for Period Between Jobs- Be sure to account for all periods of time including military service and any period of unemployment.				
Name of 2nd to last employer		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address		Hourly Rate/Salary		
		Starting	Final	
Last Job Title	Last Supervisor's Name and Title			How much notice did you give?
Account for Period Between Jobs-				
Name of 3rd to last employer		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address		Hourly Rate/Salary		
		Starting	Final	
Last Job Title	Last Supervisor's Name and Title			How much notice did you give?
Account for Period Between Jobs-				
Name of 4th to last employer		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address		Hourly Rate/Salary		
		Starting	Final	
Last Job Title	Last Supervisor's Name and Title			How much notice did you give?
Account for Period Between Jobs-				

RELEVANT TRAINING

Describe any specialized training, qualifications, apprenticeships and extra-curricular activities which relate to the job for which you are applying.

List any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying:

Additional Skills, Training and Certifications (Attach copies of all training certifications)

___ Lifeguard Training Certification Exp. Date _____

___ Water Safety Instruction (WSI) Exp. Date _____

___ First Aid Training Exp. Date _____

___ CPR Exp. Date _____

___ Aerobics Certification Type _____ Exp. Date _____

___ Personal Training Certification Type _____ Exp. Date _____

___ Multi-Line Telephone Skills

___ Computer Software Skills- List Software _____

___ Certified Child Care Classes No. of Hours _____

___ Other _____

References

Give the names, addresses, and telephone numbers of three (3) references that are not related to you and are not previous employers.

<u>Name</u>	<u>Address</u>	<u>Home Phone</u>	<u>Business Phone</u>	<u>Relationship</u>	<u>Years Known</u>
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

CONFIDENTIAL

EEO Statistical Data

Please read the Privacy Act Statement and instructions before completing form.

Position applied for	Date of Application	Birth Date
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Privacy Act Statement

Ethnicity and race information is requested. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation. This information is used as necessary to plan for equal employment opportunity throughout the association. It is also used by the employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies. This sheet will be separated and filed separately from the employment application. All information will be considered strictly private and confidential and will be used for EEO purposes only. Your cooperation is appreciated.

Gender Please select one by placing an "X" in the appropriate box.

Male Female

Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are You Hispanic or Latino?

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Yes No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Job Referral Source

_____ Friend or Relative	_____ YWCA of Brunswick Website	_____ The Brunswick News
_____ Current Employee	_____ Community Agency	_____ Other Newspapers
_____ Walk-In	_____ State Labor Department	_____ Employment Agency
_____ Job Posting Board	_____ Job Fair	_____ Other _____