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**YWCA NORTHEASTERN NY**

**44 Washington Ave**

**Schenectady, NY 12305 – 1799**

Phone (518) 374-3394 Fax (518) 374-3385

**Application for Employment**

**Application Procedures:** This Application for Employment should be accompanied by both a cover letter and a current resume if requested in the job posting. In your letter, state your philosophy about working for a private, not-for-profit agency whose mission is focused on the elimination of racism and the empowerment of women.

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**PLEASE TYPE OR PRINT**

Name First:       Middle:       Last:

Current Address Street:

City:       State:       Zip Code:

Phone/Email Home #:       Cell #:       Email:

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

How did you learn about this position?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | **NAME OF SCHOOL** | **LOCATION OF SCHOOL** | **# OF YEARS ATTENDED** | **DEGREE/CERTIFICATE** |
| **HIGH SCHOOL/GED** |  |  |  | Completed? YES NO |
| **COLLEGE (S)** |  |  |  |  |
| **GRADUATE SCHOOL (S)** |  |  |  |  |
| **TECHNICAL OR BUSINESS TRAINING** |  |  |  |  |

**Copy of diplomas will be required upon interview.**

**EMPLOYMENT –** LIST LAST TWO POSITIONS STARTING WITH YOUR CURRENT (OR IMMEDIATE PAST) EMPLOYER.  
 See resume.

Employer:       Phone:

Address:

Title of Position Held:       Final Salary:

Position Responsibilities:

Reason for Leaving:       Employed From:       To:

Employer:       Phone:

Address:

Title of Position Held:       Final Salary:

Position Responsibilities:

Reason for Leaving:       Employed From:       To:

**US MILITARY INFORMATION:**

Branch of Service:       Rank at Discharge:

Date of Entry:       Release Date:

**ADDITIONAL EXPERIENCE –** LIST ADDITIONAL EXPERIENCES THAT ENHANCE YOUR CANDIDACY.

See resume.

**PROFESSIONAL CERTIFICATIONS/LICENSES –** INDICATE STATE WHICH GRANTED CERTIFICATION AND/OR EXPIRATION DATE

See resume.

**ACTIVITIES –** LIST RELEVANT VOLUNTEER EXPERIENCE AND CURRENT PROFESSIONAL MEMBERSHIPS:

See resume.

**LANGUAGE SKILLS (VOLUNTARY INFORMATION ONLY)**  
List the languages you speak, read or write, indicate level of proficiency – fair or fluent for each

Language:        Speak  Read  Write

Language:        Speak  Read  Write

**REFERENCES:** LIST THREE (3) EMPLOYMENT REFERENCES (I.E. SUPERVISORS). They cannot be members of your family.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **OCCUPATION/TITLE** | **PHONE** | **EMAIL** |
|  |  |  |  |  |
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**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 this application is not an employment contract.

Signature:       Date:

**THE YWCA OF NORTHEASTERN NY IS AN EQUAL EMPLOYMENT/AFFIRMATIVE ACTION EMPLOYER**

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.