

YWCA IS ON A MISSION

YWCA McLean County is dedicated to eliminating racism and empowering women, and promoting peace, justice, freedom and dignity for all.

Employment Application

Please complete the entire employment application and sign the final page. Return the application to YWCA McLean County at 1201 N. Hershey Road in Bloomington, IL. Incomplete applications will not be accepted.

YWCA McLean County is an equal employment opportunity employer.

Date: _____ **Position(s) applied for:** _____

Personal Information:

Name: _____
(Last Name) (First Name) (Middle Name or Initial)

Maiden Name, Aliases or Other Names Used: _____

Permanent Address: _____
(Street Address) (City) (State) (Zip Code)

Alternate Address: _____
(Street Address) (City) (State) (Zip Code)

Phone #: _____ **E-mail:** _____

Are you legally eligible for employment in the U.S.? Yes No

Have you previously been employed by **YWCA McLean County**? Yes No

If yes, what department/position: _____

Have you previously been employed by **YWCA at any other location**? Yes No

If yes, what location? _____

Do you have any **relatives** employed by **YWCA McLean County**? Yes No

If yes, please provide name/department: _____

A relative is defined as child, parent, spouse/partner, brother, sister, grandparent, grandchild, parent of spouse/partner, or any person for whom the employee is the custodial caregiver.

Availability: *(please mark all that apply)*

Full-Time **Part-Time** **Either** / **Temporary** **Permanent**

Are you willing to work: Early Morning Day-Time Evenings Weekends Holidays

Which day(s) of the week are you available to work:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

If you have a specific availability, please describe below:

Employment History: *(please list the last 3 positions of employment, beginning with most recent employer)*

Company Name: _____

Job Title: _____ Dates Employed: _____ to _____

Company Location (city/state): _____

Name of Supervisor: _____ Phone #: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

Company Name: _____

Job Title: _____ Dates Employed: _____ to _____

Company Location (city/state): _____

Name of Supervisor: _____ Phone #: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

Company Name: _____

Job Title: _____ Dates Employed: _____ to _____

Company Location (city/state): _____

Name of Supervisor: _____ Phone #: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

Have you ever been terminated from a job? Yes No

If yes, please explain: _____

Education: *(please complete this entire section)*

Do you have a high school diploma or GED? Yes No

Name of school where you completed degree: _____

Do you have any college education? Yes No Number of hours completed: _____

If applying for a position in Child Care, please state how many ECE hours you have earned: _____

How many Elementary Education hours have you earned? _____

Name of college/university last attended: _____

Highest degree earned: _____ Graduation date: _____

Major/Minor: _____

Please list any professional licenses or certifications you have earned:

Military Service:

Have you ever served in the U.S. Armed Forces? Yes No If yes, what Branch? _____

Please describe any training received relevant to the position for which you are applying:

Additional Experience or Other Information: *(Please list any skills, new languages, special training and interests, current professional memberships, volunteerism, and/or campus activities)*

Transportation:

Some YWCA positions require a valid driver's license and reliable transportation for business purposes.

If hired, are you able to comply with both these requirements? Yes No

If no, please explain: _____

Academic and Personal References: (please complete all three reference listings below with people who have known you for at least two years. Preference is given to academic references. Do **NOT** include your relatives unless they were also your supervisor in a family-owned business. These references may be contacted either by phone or email along with your previous employers listed above. Employment is contingent upon our ability to contact references. We recommend that you notify your references that they could be contacted and request that they reply promptly.)

1. Name: _____ Relationship to you: _____

Phone #: _____ Email: _____

2. Name: _____ Relationship to you: _____

Phone #: _____ Email: _____

3. Name: _____ Relationship to you: _____

Phone #: _____ Email: _____

Please read the following statements and sign below to complete your employment application.

I hereby declare that the information provided by me in this employment application is true, correct, and complete to the best of my knowledge. I also understand that any falsification or omission of fact may be cause for immediate dismissal.

I authorize YWCA McLean County or anyone acting on behalf of YWCA McLean County to thoroughly investigate my references, employment history, work record (including disciplinary reports and letters of reprimand), education, criminal conviction record, and any other matters relevant to my suitability for employment, without giving me notice of such disclosure. I understand that YWCA McLean County reserves the right to conduct a full background check and/or obtain a consumer report.

I hereby fully release and discharge YWCA McLean County, my former employers, their respective officers, employees, and agents, and all other persons and entities from any and all claims, demands, and liabilities arising out of or in any way relating to such investigation or disclosure.

(Please note that the above mentioned checks will be done after the interview process.)

Applicant's signature: _____ Date: _____

Please complete the entire employment application and sign the final page. Return the application to YWCA McLean County at 1201 N. Hershey Road in Bloomington, IL, fax to 309.662.4506 or email to YWCAJobs@ywcamclean.org. Incomplete applications will not be accepted.