

# 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.*