



54 Nagle Avenue
New York, NY 10040
(212) 569-6200
www.ywashhts.org

APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to any status protected under federal, state, or local law, including but not limited to race, color, creed, religion, national origin, age, sex, pregnancy, marital status, disability, genetic information, sexual orientation, citizenship status, or veteran status.

Date of Application _____

Position(s) Applied For _____

Name _____

Last

First

Middle

Address _____

Street

City

State

Zip Code

Home Phone (_____) _____ Social Security ____-____-____

Cell Phone (_____) _____ Email: _____

If employed and you are under 18, can you furnish a work permit? ____ Yes ____ No

Have you filed an application here before? ____ Yes ____ No

If yes, give date _____

Have you ever been employed here? ____ Yes ____ No

If yes, please give date _____

Are you employed now? ____ Yes ____ No

May we contact your present employer? ____ Yes ____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ____ Yes ____ No

(Proof of citizenship or immigration status may be required upon employment.)

On what date will you be available for work? _____

Are you available to work ____ Full Time ____ Part time ____ Temporary

Are you on a lay-off and subject to recall? ____ Yes ____ No

Can you travel if a job requires it? ____ Yes ____ No

AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

Start with your present job. Include military service assignments and volunteer activities.

Employer: <hr/> Telephone: Address: Job Title: Supervisor: Reason for Leaving:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Dates Employed</th> </tr> <tr> <td style="text-align: center;">From</td> <td style="text-align: center;">To</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <th colspan="2" style="text-align: center;">Hourly Rate/Salary</th> </tr> <tr> <td style="text-align: center;">Starting</td> <td style="text-align: center;">Final</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Dates Employed		From	To			Hourly Rate/Salary		Starting	Final			Work Performed <hr/>
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If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience _____

Education

	Elementary School	High School	College/ University	Graduate/ Professional
School Name				
Years Completed: (Please Print)				
Diploma/Degree				
Major or Concentration				

Describe Specialized Training, Skills, and Extra Curricular Activities

Indicate languages you speak, read, and/or write.

Fluent Conversational Basic

Speak

Read

Write

References

Give name, address, and telephone number of three references who are not related to you:

1.

2.

3.

Applicant Self-Identification Form

Applicants are considered for all positions, and employees are treated during employment, without regard to any status protected under federal, state, or local law, including but not limited to race, color, creed, religion, national origin, age, sex, pregnancy, marital status, disability, genetic information, sexual orientation, citizenship status, or veteran status.

To help the YM & YWHA of Washington Heights and Inwood comply with state/federal equal employment opportunity record keeping, reporting and other legal requirements, we would appreciate your voluntarily answering the questions listed below. You are NOT required to answer them. Refusal to provide the requested information will not result in adverse treatment. Your answers will not adversely impact the determination of your job-related qualifications. The information you provide on this form will be kept in a confidential file separate from your application for employment.

(PLEASE PRINT)

Last Name: _____

First Name: _____

Middle Initial: _____

Gender: Please check next to the appropriate category.

Male Female

Race/Ethnicity: Please check one of the following:

Hispanic or Latino

White (Not Hispanic or Latino)

Black or African American (Not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

Asian (Not Hispanic or Latino)

American Indian or Alaska Native (Not Hispanic or Latino)

Two or More Races (Not Hispanic or Latino)

I have received the form and decline to provide the requested information.

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the YM & YWHA of Washington Heights and Inwood.

Signature

Date

For Personnel Department Use Only

Arrange Interview Yes No

Remarks: _____

Interviewer _____ Date _____

Employed Yes No

Date of Employment _____

Job Title _____

Hourly Rate/Salary _____

Department _____

By _____ _____
Signature Date