



Employment Application for Paid Staff Position

The YWCA of Green Bay – De Pere is an Equal Opportunity Employer

230 S. Madison Street • Green Bay WI 54301 • 920-432-5581 • www.ywcagreenbay.org

The YWCA of Green Bay – De Pere is part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. Therefore, in order to safeguard the well-being of children served by this association, the YWCA will investigate the accuracy of information provided in the application process for all applicants before appointment to the staff is made. This investigation may include, but is not limited to, reference checking with past employers, the military, schools, appropriate volunteer agencies and police and other government agencies.

Position applying for: _____ Date: _____

Category: Full-Time Part-Time

Are you available to work: Early mornings Evenings Days Saturdays Salary desired: _____

General Background Information

Full legal name: _____ Nickname/Preferred name: _____

Phone numbers with Area Code Home: _____ Work: _____ Cell: _____

May we contact you at your work number? Yes No

Home address (house number, street, city, zip): _____

How long have you lived at this address? _____

Previous addresses and dates of residence in past 10 years and name you used at each address if different from above:

Previous address	Dates	Name, if different
1. _____		
2. _____		
3. _____		

Are you a U.S. citizen? Yes No If not a U.S. citizen, Visa type: _____

How or by whom were you referred to the YWCA? _____

Have you ever been convicted of a crime? Yes No

If YES, what were the circumstances and the year of the incident and the conviction? Please note that a "Yes" answer does not automatically exclude an applicant, but may initiate further inquiry into the specifics of the conviction and circumstances surrounding it.

Have you ever been convicted of any crime related to the mistreatment, abuse or molestation of children? Yes No

If YES, what were the circumstances of the incident? _____

Do you have a valid driver's license? Yes No If Yes, in which State(s) _____

If YES, provide driver's license number(s) _____

Education

	Name and Location	Dates Attended	Diploma/Degree/Major
High School	_____		
College/University	_____		
Technical School	_____		
Other	_____		

Work Experience (Last 5 years)

List present or last employer first and work back. Be sure to list all employers for the past 5 years. Use additional pages if needed. Do not detail duties and responsibilities if you are attaching a resume that includes this information.

Company name: _____ Your employment title: _____

Company address: _____
Number and street City State Zip

Date started: _____ Date left: _____ Salary: _____

Supervisor's name: _____ Supervisor's title: _____

Telephone number: _____ May we contact her/him? Yes No

Description of duties and responsibilities: _____

Reason for leaving: _____

Company name: _____ Your employment title: _____

Company address: _____
Number and street City State Zip

Date started: _____ Date left: _____ Salary: _____

Supervisor's name: _____ Supervisor's title: _____

Telephone number: _____ May we contact her/him? Yes No

Description of duties and responsibilities: _____

Reason for leaving: _____

Company name: _____ Your employment title: _____

Company address: _____
Number and street City State Zip

Date started: _____ Date left: _____ Salary: _____

Supervisor's name: _____ Supervisor's title: _____

Telephone number: _____ May we contact her/him? Yes No

Description of duties and responsibilities: _____

Reason for leaving: _____

Authorization and Understanding

I authorize the YWCA to verify any of the information concerning my employment, education or medical history with the appropriate individuals, companies, institutions or agencies and authorize them to release such information as required by the YWCA, including my prior disciplinary record, without any obligation to give me written notice of such disclosure. I also authorize the YWCA to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures.

I agree that any false information in support of my application will subject me to discharge at any time during the period of my employment. If hired, I agree I will serve at the will of the YWCA, and I agree that I shall be bound by the rules, policies, regulations and terms and conditions of employment of the YWCA as they are from time-to-time changed with or without notice to me.

I understand and agree that these rules, policies, regulations and terms and conditions of employment may be changed unilaterally by the YWCA at its discretion. I understand and agree that either party may terminate the employment relationship, with or without cause, at any time for any reason, and that these arrangements may only be altered in a written employment agreement directed to me personally by the Board of Directors of the YWCA. I further understand that no officer or employee of the YWCA has any authority to make any oral or written statements, promises or agreements contrary to the foregoing or to enter into any employment arrangement other than at-will.

I understand and agree that these conditions will continue to apply to my employment throughout my tenure with the YWCA. I further agree that if offered employment, my employment is conditional until such time as the results of my pre-employment physical (if such physical is required) are known:

Signature _____ Date _____