

eliminating racism  
empowering women **ywca**

# Employment Application

Return completed application to Human Resources  
225 SW 12<sup>th</sup> Street  
Topeka, Kansas 66612

**YWCA Mission:**

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

The YWCA of Topeka does not discriminate in hiring or employment on the basis of race, color, religion, sex, age, national origin, or disability or any other protected status in accordance with applicable federal, state and local laws. No question on this application is intended to secure information to be used for such discrimination. The YWCA is an at will employer. If you need assistance during the application process, please contact our Human Resource Department at (785) 233-1750.

Application Date: \_\_\_\_\_ Position Desired: \_\_\_\_\_

Available Date: \_\_\_\_\_ Work Hours Available: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First MI

PRESENT ADDRESS: \_\_\_\_\_  
Street  
City State Zip

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_  
(if different from above) Street  
City State Zip

EMAIL ADDRESS: \_\_\_\_\_

Are you at least 16 years of age?  Yes  No

If applying for the Center for Safety and Empowerment, are you over 18 years of age?  Yes  No

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United State?  Yes  No

Do you have any relatives employed by the YWCA of Topeka?  Yes  No

If yes, provide name and relationship \_\_\_\_\_

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Have you ever worked for a YWCA before?

Yes  No

If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

Job Title: \_\_\_\_\_

Have you ever been convicted of a crime or violation other than a  
minor traffic infraction?

Yes  No

If yes, please describe? \_\_\_\_\_

(A conviction record will not necessarily be a bar to employment. Factors such as job relations, age at time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.)

**A background investigation may be required for certain positions. Background information needed for consideration may include, but not limited to, criminal history, driving record, credit history and/or educational/training certification.**

**Most Recent Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates Employed: Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Final Salary: \_\_\_\_\_

Job Title/Duties/Hours per Week: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisors Name: \_\_\_\_\_ May We Contact: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates Employed: Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Final Salary: \_\_\_\_\_

Job Title/Duties/Hours per Week: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisors Name: \_\_\_\_\_ May We Contact: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates Employed: Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Final Salary: \_\_\_\_\_

Job Title/Duties/Hours per Week: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisors Name: \_\_\_\_\_ May We Contact: \_\_\_\_\_

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## EDUCATION

High School	Degree/Diploma
College	Degree/Diploma
Graduate School	Degree/Diploma
Vocational Training	Degree/Diploma

**OTHER TRAINING** (company, when and what type of training): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CPR TRAINING  Yes  No  
Is it current?  Yes  No

FIRST AID TRAINING  Yes  No  
Is it current?  Yes  No

## INTERESTS/ACTIVITIES/SKILLS

List interests, hobbies, activities and skills that may enhance your application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PROFESSIONAL REFERENCES *(Please list only individuals you have worked with, not friends or family)*

Name	Years Known & Relationship	Phone
Name	Years Known & Relationship	Phone
Name	Years Known & Relationship	Phone

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire, or if hired, dismissal.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_