



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 \_\_\_\_\_

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> <td colspan="2">Dates Employed</td> </tr> <tr> <td style="width: 50%;">From</td> <td style="width: 50%;">To</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> </tr> </table>	Dates Employed		From	To			Work Performed <hr/>
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Dates Employed								
From	To							

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				
List name, telephone number, email address and relationship to three professional references:				
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.

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Signature

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Date

