

RELEVANT WORK HISTORY

Employer:	Phone:	From: / /
Street Address:		To: / /
City/State/Zip:		Hours per week:
Supervisor's Name/Title:		Wages: \$ Per:
Title of position you held:		
Describe assigned duties in detail:		
Reason for leaving:		May we contact this employer?
Employer:	Phone:	From: / /
Street Address:		To: / /
City/State/Zip:		Hours per week:
Supervisor's Name/Title:		Wages: \$ Per:
Title of position you held:		
Describe assigned duties in detail:		
Reason for leaving:		May we contact this employer?
Employer:	Phone:	From: / /
Street Address:		To: / /
City/State/Zip:		Hours per week:
Supervisor's Name/Title:		Wages: \$ Per:
Title of position you held:		
Describe assigned duties in detail:		
Reason for leaving:		May we contact this employer?

If you need to include additional work history, please continue on a new page.

VOLUNTEER AND/OR ADDITIONAL EXPERIENCE

Please list any of your volunteer jobs or experiences that are relevant to this position:

Organization:	Dates:
Position/Responsibilities:	
Organization:	Dates:
Position/Responsibilities:	

REFERENCES

Give below the names of two persons (other than relatives) who can speak to your performance in a work or volunteer environment.

Name:	Email:
Home Phone:	Cell Phone:
Occupation:	
Relation to Applicant:	
Name:	Email:
Home Phone:	Cell Phone:
Occupation:	
Relation to Applicant:	

LEGAL HISTORY

Have you ever been convicted of a criminal offense? _____ (including traffic convictions)
If yes, please list each conviction:
A conviction in itself does not bar employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.

ADDITIONAL INFORMATION

Can you perform all essential physical and mental functions of the job(s) for which you have applied with or without reasonable accommodation? __Yes __No
Do you have the right to work in the U.S.? __Yes __No
Anything else you would like us to know to support your application?

PLEASE READ CAREFULLY BEFORE SIGNING

All YWCA of Greater Portland employment decisions will further the principle of equal employment opportunity without discrimination due to race, creed, ethnicity, national origin, religion, age, gender, political affiliation, veterans' status, marital status, family relations status, source of income, sexual orientation, gender identity, filing of workers' compensation claims, disability, or any other status protected by law.

As an applicant you understand and agree to the following:

1. The YWCA may conduct investigations including verification of prior employment history, education, and criminal offender information that may include the National Sex Offender Public Registry. By signing this application, you authorize the YWCA to make these investigations, and you authorize any educational institution, former employer, and persons with records, data or information concerning your educational background, previous work experiences, etc., to furnish such records, data, or information that may be requested by the YWCA, and you indicate your awareness that false statements or failure to disclose information may be sufficient grounds to disqualify you for employment, or may result in your dismissal. Convictions will not necessarily exclude you from employment.
2. This application is not a contract of employment. The YWCA is an at-will employer. The YWCA or employees may end the employment relationship at any time with or without notice for any reason except as prohibited by law.
3. You acknowledge that during employment with the YWCA you may be subject to urinalysis or other procedures to detect the use of drugs and/or alcohol.

Signature of Applicant: _____ Date: ____/____/____

Please attach your resume and cover letter to this application, and return to:
Human Resources
YWCA of Greater Portland
1111 SW 10th Avenue Portland, Oregon 97205
Fax (503) 294-7399 or email to employment@ywca-pdx.org

VOLUNTARY SELF IDENTIFICATION

(This form will be separated from your application)

The following information is gathered not for employment decisions, but for record keeping purposes in compliance with federal laws. Your responses are strictly voluntary and will help in developing and monitoring our legally required affirmative action program. Any information provided will be kept confidential. If you choose not to answer any of these questions, you will not be subject to any adverse treatment. However, we are required under federal regulations to maintain race, sex, and disability information on the basis of visual observation or personal knowledge.

If you do not wish to "self-identify", please initial below.

Thank you very much for your assistance.

I do not wish to furnish this information (initials): _____

POSITION APPLIED FOR: _____

GENDER: (please circle) Male Female

RACE: (please circle one) White Asian Two or more races

Black or African American Native Hawaiian or other Pacific Islander

Hispanic or Latino American Indian or Alaskan Native

ARE YOU A PERSON WITH A DISABILITY? (please circle)

YES NO

VETERAN STATUS: (please circle)

Special Disabled Veteran Vietnam Era Veteran Newly Separated Veteran Other Protected Veteran

SOURCE OF JOB POSTING:

___ Oregonian ___ State Employment Office ___ Friend/Relative
___ Other Newspaper ___ Job Posting ___ YWCA website
Name: _____ Where: _____ ___ Other source: _____
___ Walk-in ___ From a current YWCA employee ___ I'm a current YWCA employee