

# YWCA Jamestown – After School Application for Employment

## APPLICANT INFORMATION:

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
First Last Middle Initial

Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Desired: \_\_\_\_\_

1. Are you a legal U.S. resident, and eligible to work in the U.S.?: \_\_\_\_\_ YES \_\_\_\_\_ NO
2. Have you been an employee of any YWCA in the past? \_\_\_\_\_ YES \_\_\_\_\_ NO
  - a. If YES, where, when, & department / position? \_\_\_\_\_
3. Are you at least 18 years of age?: \_\_\_\_\_ YES \_\_\_\_\_ NO
4. Have you been charged / convicted of misdemeanor or felony?: \_\_\_\_\_ YES \_\_\_\_\_ NO

\* A criminal record or conviction does not automatically bar you from employment, but will be considered only as it applies to your ability to perform the job.

## EDUCATION & EXPERIENCE:

As per New York State Office of Children and Family Services regulations Part 414, all applicants are required to meet certain education and experience requirements. Thus, we must collect the following information.

1. Name of High School / G.E.D. Institution: \_\_\_\_\_

Degree Achieved: \_\_\_\_\_ Date Achieved: \_\_\_\_\_

2. Name of College/University: \_\_\_\_\_

Degree Achieved: \_\_\_\_\_ Date Achieved: \_\_\_\_\_

3. Name of College/University: \_\_\_\_\_

Degree Achieved: \_\_\_\_\_ Date Achieved: \_\_\_\_\_

Please list specific degrees, certifications, or classes that you have attend or obtained that would apply in regards to your applying to work in a licensed child care program:  
\_\_\_\_\_  
\_\_\_\_\_

Please list all experience you have working with children (teaching, youth groups, babysitting, camps, church, etc...):  
\_\_\_\_\_  
\_\_\_\_\_

\* According to the NYS OCFS regulations, some position may require certain degrees or qualifications in order to be considered for employment and/or may require NYS OCFS approval prior to hire

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## EMPLOYMENT HISTORY:

Starting with your most recent employer, please list in consecutive order all employers you have been employed by for the up to your last three employers.

1. Name of Company/Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Your Title / Job Held: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

List of jobs/duties performed, skills used to perform your job: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Name of Company/Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Your Title / Job Held: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

List of jobs/duties performed, skills used to perform your job: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Name of Company/Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Your Title / Job Held: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

List of jobs/duties performed, skills used to perform your job: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

