



EMPLOYMENT APPLICATION
YWCA of Watsonville
 340 East Beach Street
 Watsonville, CA 96076
 Tel (831) 724-6078 Fax: (831) 724.3245

Applicant Information

Full Name: _____ Date: _____
LastFirstM.I.

Address: _____
Street AddressApartment/Unit #

CityStateZIP Code

Phone: _____ Email _____

Social Security No: _____ Minimum Salary Desired: \$ _____ Date Available: _____

Position Applied for: _____
 Days and Hours of Work Preferred _____

If hired, can you provide proof of United States citizenship? YES NO If no, provide a legal authorized to work in the U.S.? YES NO

Have you ever worked for the YWCA? YES NO If yes, when? _____

Education

High School/Equivalent: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree/Major Subject: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree/Major Subject: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree/Major Subject: _____

Additional Skills/Certificates/Credentials

Do you have any **licenses** or **certificate** related to the work for which you are applying? YES NO

If yes please list: _____

If yes please list: _____

Do you have a Children's Center Permit? Yes No

Number of ECE Units: _____ Administration Units: _____

Adult supervision Units: _____ Others: _____

Languages

Language: _____ **Read:** _____ **Write:** _____ **Speak:** _____

Language: _____ **Read:** _____ **Write:** _____ **Speak:** _____

Language: _____ **Read:** _____ **Write:** _____ **Speak:** _____

Computer/Office Skills: (if applicable) 1=Expert 2=Intermediate 3= beginner 4= never used

Word Processing: _____ **Excel:** _____ **PowerPoint:** _____ **Publisher:** _____

Others please list any other hardware/software you operate _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From _____ : **To** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

References

Please list three professional references we may contact.

Full Name: _____ Years known: _____

Relationship: _____ Phone: _____

Address: _____

Full Name: _____ Years known: _____

Relationship: _____ Phone: _____

Address: _____

Full Name: _____ Years known: _____

Relationship: _____ Phone: _____

Address: _____

Additional Information

Anything else you would like to tell us to support your application?

Disclaimer and Signature

I give permission to verify employment history and all statement contained in this application.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

For outreach purposes, please let us know

I learned of this job opening through (check one):

A friend or relative _____

An organization or group (please specify) _____

A job online posting, which website? _____

A newspaper article, which paper? _____

Other means (please specify) _____

YWCA of Watsonville is a smoke-free work place and Equal Employment Opportunity Employer.