

Education	Name and location of School	Years completed	Diploma/Degree	Course of Study
High School				
College				
College				
Other School				

List any specialized training, apprenticeship, volunteer work and extra-curricular activities.

Describe any job-related training received in the United States military.

List any specialized skills and other qualifications.

List professional, trade, business or civic activities and offices held.

PERSONAL/PROFESSIONAL REFERENCES Do not include family members or past supervisors.

1.

_____	_____	_____	_____	_____	_____
Name	Daytime Telephone	Occupation			
_____	_____	_____	_____	_____	_____
Address	City	State	Zip Code	E-mail	

2.

_____	_____	_____	_____	_____	_____
Name	Daytime telephone	Occupation			
_____	_____	_____	_____	_____	_____
Address	City	State	Zip Code	E-mail	

3.

_____	_____	_____	_____	_____	_____
Name	Daytime telephone	Occupation			
_____	_____	_____	_____	_____	_____
Address	City	State	Zip Code	E-mail	

WORK EXPERIENCE

Start with your present or most recent job.

Employer
Address
Telephone
Present job title
Dates employed From: To:
Hourly rate/ salary Starting: Final:
Reason for leaving

Work Performed
Name of Supervisor
May we contact Yes No

Employer
Address
Telephone
Present job title
Dates employed From: To:
Hourly rate/ salary Starting: Final:
Reason for leaving

Work Performed
Name of Supervisor
May we contact Yes No

Employer
Address
Telephone
Present job title
Dates employed From: To:
Hourly rate/ salary Starting: Final:
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Work Performed
Name of Supervisor
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Employer
Address
Telephone
Present job title
Dates employed From: To:
Hourly rate/ salary Starting: Final:
Reason for leaving

Work Performed
Name of Supervisor
May we contact Yes No

COMMENTS: Include explanation of any gaps in employment. _____

NOTE TO APPLICANTS

Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes No

A review of the activities involved in such a job or occupation has been given. Yes No

APPLICANT'S STATEMENT

Please Read Carefully, Initial Each Paragraph and Sign Below.

_____ I hereby certify that I have not knowingly withheld information that might adversely affect my chances of employment
Initials and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Y.W.C.A. of San Diego County ("Company") to thoroughly investigate my references, work
Initials record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporation, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or
Initials during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial
Initials action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Date

Applicant's Signature