

**eliminating racism  
empowering women  
ywca**

Thank you for your interest in employment with the YWCA Lancaster. We are committed to recognizing and rewarding our employees, maintaining a positive work environment, and providing opportunities for professional growth.

This is an application to be considered for employment by the YWCA Lancaster. Please complete this application thoroughly. Failure to complete this application thoroughly may result in your disqualification from consideration for employment. All applications will be considered and held for 3 months. **Please Print.**

**MISSION**

YWCA Lancaster is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

**EQUAL OPPORTUNITY EMPLOYMENT STATEMENT**

The YWCA Lancaster in its Purpose calls for commitment to the struggle for peace and justice, freedom and dignity for all people. In its daily operation it must persistently implement these aims. The Equal Employment Opportunities policy of the YWCA is a legal and a social necessity to the Association Mission and to comply with appropriate local, state and federal laws.

Equal employment opportunity will be applied in practices of recruitment, hiring, compensation, fringe benefits, staff development and training, promotion and any other condition of employment, regardless of race, color, religion, sex, disability, age (over 40), sexual orientation, gender identity, gender expression, national origin or any other legally protected characteristic.

**CLEARANCES**

All positions at the YWCA Lancaster require a PA Criminal Record Check and a PA Child Abuse History Clearance. Some positions require an FBI clearance.

YWCA Lancaster  
110 N Lime Street  
Lancaster, PA 17602  
(717) 393-1735  
Fax (717) 396-0513

Email: [employment@ywcalancaaster.org](mailto:employment@ywcalancaaster.org)  
[www.ywcalancaaster.org](http://www.ywcalancaaster.org)

## APPLICATION FOR EMPLOYMENT

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### PERSONAL INFORMATION

NAME

LAST

FIRST

MIDDLE

PRESENT ADDRESS

STREET

CITY

STATE

ZIP

PHONE NUMBER

EMAIL ADDRESS

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE USA?

YES

NO

ARE YOU 18 YEARS OR OLDER?

YES

NO

PREFERRED PRONOUNS

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### EMPLOYMENT DESIRED

POSITION APPLIED FOR:

SALARY REQUIREMENTS:

DATE YOU CAN START

HAVE YOU EVER WORKED FOR THE YWCA BEFORE? YES

NO

(IF YES PLEASE PROVIDE DETAILS):

HOW WERE YOU REFERRED TO US?

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EDUCATION	NAME AND LOCATION OF SCHOOL	# OF YEAR ATTENDED	DEGREE/CERTIFICATE
HIGH SCHOOL			
COLLEGE			
GRADUATE SCHOOL			
TRADE, BUSINESS, TECHNICAL SCHOOL			

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**GENERAL**

**SKILLS AND QUALIFICATIONS**

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<b>CERTIFICATIONS</b>	<b>LICENSE/CERTIFICATE #</b>	<b>DATE EARNED</b>	<b>EXPIRATION DATE</b>

**VOLUNTEER EXPERIENCE**

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**LIST ANY LANGUAGES YOU SPEAK, READ OR WRITE AND LEVEL OF PROFICIENCY**

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**SPECIAL ACCOMPLISHMENTS, PUBLICATIONS, AND AWARDS**

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**WORK-RELATED REFERENCES**

(GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHO HAVE KNOWLEDGE OF YOUR ABILITIES AND EXPERIENCE.)

<b>NAME</b>	<b>ADDRESS</b>	<b>BUSINESS</b>	<b>PHONE NUMBER</b>

IF YOU ARE PRESENTLY EMPLOYED, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

IF YOU ARE PRESENTLY EMPLOYED, WHY DO YOU WANT TO CHANGE YOUR POSITION?

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**EMPLOYMENT HISTORY (DO NOT WRITE "SEE RESUME")**

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**EMPLOYER** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

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**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **STREET** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

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**DATES EMPLOYED** \_\_\_\_\_ **SALARY RECEIVED** \_\_\_\_\_

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**POSITION AND DUTIES** \_\_\_\_\_

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**REASON FOR LEAVING** \_\_\_\_\_

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**EMPLOYER** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

---

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **STREET** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

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**DATES EMPLOYED** \_\_\_\_\_ **SALARY RECEIVED** \_\_\_\_\_

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**POSITION AND DUTIES** \_\_\_\_\_

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**REASON FOR LEAVING** \_\_\_\_\_

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**EMPLOYER** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

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**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **STREET** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

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**DATES EMPLOYED** \_\_\_\_\_ **SALARY RECEIVED** \_\_\_\_\_

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**POSITION AND DUTIES** \_\_\_\_\_

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**REASON FOR LEAVING** \_\_\_\_\_

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**EMPLOYER** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

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**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **STREET** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

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**DATES EMPLOYED** \_\_\_\_\_ **SALARY RECEIVED** \_\_\_\_\_

---

**POSITION AND DUTIES** \_\_\_\_\_

---

**REASON FOR LEAVING** \_\_\_\_\_

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**ADDITIONAL INFORMATION**

WHY ARE YOU APPLYING FOR THIS POSITION?

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**PLEASE READ BEFORE SIGNING. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM OF THE DIRECTOR OF PERSONNEL AND ADMINISTRATION BEFORE SIGNING.**

I HEREBY GIVE THE YWCA LANCASTER THE RIGHT TO MAKE A THOROUGH INVESTIGATION INTO MY PREVIOUS EMPLOYMENT, EDUCATION, REFERENCES AND CRIMINAL HISTORY. THE YWCA LANCASTER WILL TAKE INTO ACCOUNT ONLY POTENTIALLY JOB-RELATED CONVICTIONS IN MAKING AN EMPLOYMENT DECISION. I RELEASE ALL LIABILITY TO ALL PERSONS, COMPANIES AND CORPORATIONS SUPPLYING SUCH INFORMATION.

I UNDERSTAND THAT NOTHING CONTAINED IN THE EMPLOYMENT APPLICATION OR IN THE GRANTING OF AN INTERVIEW IS INTENDED TO CREATE AN EMPLOYMENT RELATIONSHIP. I UNDERSTAND THAT IF AN EMPLOYMENT RELATIONSHIP IS ESTABLISHED IT IS EMPLOYMENT AT-WILL. EMPLOYMENT AT-WILL MAY BE TERMINATED AT THE WILL OF EITHER ME OR THE YWCA LANCASTER. EMPLOYMENT MAY BE TERMINATED WITH OR WITHOUT CAUSE AT ANY TIME BY ME OR THE YWCA LANCASTER. TERMS AND CONDITIONS OF EMPLOYMENT WITH THE COMPANY MAY BE MODIFIED AT THE SOLE DISCRETION OF THE YWCA LANCASTER WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I UNDERSTAND THAT ANY FALSE OR MISLEADING ANSWER, STATEMENT OR REPRESENTATION MADE BY ME IN THIS APPLICATION MAY CONSTITUTE SUFFICIENT CAUSE FOR DISCHARGE. I CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE WITHHELD NOTHING THAT WOULD, IF DISCLOSED, AFFECT THIS APPLICATION UNFAVORABLY.

I UNDERSTAND THAT IF I ACCEPT EMPLOYMENT I MUST COMPLY WITH ALL THE RULES, REGULATIONS AND POLICIES OF THE YWCA LANCASTER. I UNDERSTAND THAT UPON OFFER AND ACCEPTANCE OF A POSITION WITH YWCA LANCASTER I WILL BE REQUIRED TO IMMEDIATELY FURNISH DOCUMENTATION ESTABLISHING MY IDENTITY AND ELIGIBILITY TO BE LEGALLY EMPLOYED IN THE UNITED STATES.

I UNDERSTAND THAT YWCA LANCASTER IS IN NO WAY OBLIGATED TO PROVIDE EMPLOYMENT AND ALSO THAT I AM IN NO WAY OBLIGATED TO ACCEPT EMPLOYMENT, IF OFFERED. THIS APPLICATION DOES NOT BIND EITHER PARTY, AND THE STATEMENTS CONTAINED HEREIN DO NOT CONSTITUTE AND SHOULD NOT BE INTERPRETED TO CONSTITUTE ANY SORT OF CONTRACT OF EMPLOYMENT FOR A SPECIFIC PERIOD OF TIME.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND THE SAME.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



## NOTICE TO APPLICANTS

THE YWCA LANCASTER IS AN EQUAL OPPORTUNITY EMPLOYER. THE FOLLOWING DATA IS REQUESTED FOR STATISTICAL PURPOSES RELATING TO COMPLIANCE WITH GOVERNMENT AFFIRMATIVE ACTION REQUIREMENTS AND WILL BE RECORDED AND FILED SEPARATELY FROM YOUR EMPLOYMENT APPLICATION. COMPLETING THIS SECTION IS OPTIONAL.

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CHECK ONE: \_\_\_\_\_ FEMALE \_\_\_\_\_ MALE \_\_\_\_\_

CHECK ALL THAT APPLY:

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> AFRICAN AMERICAN | <input type="checkbox"/> HISPANIC |
| <input type="checkbox"/> AMERICAN INDIAN  | <input type="checkbox"/> WHITE    |
| <input type="checkbox"/> ASIAN            |                                   |

CHECK ONE:

- |          |   |                             |
|----------|---|-----------------------------|
| VETERAN  | <input type="checkbox"/> YES                    | <input type="checkbox"/> NO |
| DISABLED | <input type="checkbox"/> YES                    | <input type="checkbox"/> NO |
|          | <input type="checkbox"/> YES – DISABLED VETERAN |                             |