

# Staff Position Application

black hawk county

Position applying for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone #2 (Cell #, Work, etc.) \_\_\_\_\_

If employment or school was under different name, indicate name: \_\_\_\_\_

## **Work Experience** – List last five positions. Show your most recent experience first.

**1. Title of Position** \_\_\_\_\_ **Name of Business** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**2. Title of Position** \_\_\_\_\_ **Name of Business** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**3. Title of Position** \_\_\_\_\_ **Name of Business** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**4. Title of Position** \_\_\_\_\_ **Name of Business** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**5. Title of Position** \_\_\_\_\_ **Name of Business** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## Education

Name and Address	Dates Attended	Major Study	Degree
<u>High School</u>			
<u>College</u>			
<u>Graduate School</u>			
<u>Technical School</u>			

Training: List recent YWCA training as well as other courses, college or graduate field work. (Sponsoring organization and location of training, number, number of days, year.)

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Skills: Please indicate your greatest skills and interests: \_\_\_\_\_

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Activities: List current professional membership, volunteer and/or campus activities. \_\_\_\_\_

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References: (People, other than relatives, who have knowledge of your qualifications)

Name	Complete Address and Phone Number	Occupation
1.		
2.		
3.		

If your personnel record is on file with college placement offices or other organizations, give name and address of person from whom it may be secured. \_\_\_\_\_

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Have you ever been convicted of any crime, felony or misdemeanor? \_\_\_\_\_ yes \_\_\_\_\_ no

If you answered yes, give a detailed summary of the incident that includes dates, crime, sentence, etc. Use back of sheet if necessary.

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Have you ever been investigated for a charge of child abuse or neglect with the result being that the case was founded (that the investigating parties determined that you had committed abuse or neglect)? \_\_\_\_\_ yes \_\_\_\_\_ no

If you answered yes, give detailed summary of the incident that includes dates, type of abuse, recommendations from investigating authorities, etc. Use back of sheet if necessary.

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The YWCA has an obligation to the public to employ those who will maintain public confidence and good will. Therefore, the YWCA may conduct investigations including verification of prior employment and education. By signing this application, you give permission of the YWCA to contact your present and/or previous employers and your references. Additionally, by signing you authorize the YWCA to make these investigations and you indicate your awareness that misrepresenting or omitting information may be reason to disqualify you for employment or, if employed, may result in your dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date