

**eliminating racism  
empowering women**  
**ywca**

Central Massachusetts

**Application for Employment**

Applicants are considered for all positions without regard to race, color, religion, creed, sex, age (40 or over), national origin, ancestry, marital or veteran status, physical or mental handicap or disability, genetic information or sexual orientation, except as otherwise provided by law. Proof of eligibility to work under the United States immigration laws will be required upon employment. YWCA Central Massachusetts is an EEO/AA employer.

**Basic Information**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

Have you ever worked for this YWCA or any other YWCA?  Yes  No  
If yes, when and where? \_\_\_\_\_

Are you legally eligible to be employed in the United States?  Yes  No  
(Proof of identity and eligibility will be required upon employment)

Have you been convicted of a felony? \*  Yes  No  
If yes, please describe in full. Conviction will not automatically result in a decision not to offer you a position.

**Education**

NAME and LOCATION	GRADUATED?	DEGREE EARNED
High School	Yes / No	
Undergraduate	Yes / No	
Professional Program	Yes / No	

License or Certification:  Yes  No  
Type of License or Certification: \_\_\_\_\_

**Employment History**

Please list your most recent position held followed by past employment positions. You may include verifiable work performed as volunteer, but please omit any reference that would disclose a protected status such as race, sex, disability or sexual orientation.

	<b>DATES OF EMPLOYMENT</b>	<b>SALARY AT TERMINATION</b>	<b>REASON FOR LEAVING</b>
Employer: Address: Position: Supervisor: Contact Phone:			
Employer: Address: Position: Supervisor: Contact Phone:			
Employer: Address: Position: Supervisor: Contact Phone:			

May we contact your present employer?  Yes  No

**Activities / Skills**

Describe any other special job-related skills, activities or qualifications (computers, professional organizations etc.) that would support your application. Please omit any activity that would indicate race, color, religion, creed, national origin, ancestry, sex, age (as defined by law), sexual orientation, physical or mental disability or handicap, veteran or military status, genetic information or marital status.

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Please list any languages that you are fluent in, or have conversational ability. Unless required for the position, answering this question is optional.

Language 1: \_\_\_\_\_  
 Language 2: \_\_\_\_\_

**References**

Names, addresses and telephone numbers of three professional references:

<b>NAME and TITTLE</b>	<b>ADDRESS</b>	<b>TELEPHONE NUMBER</b>

**Agreement**

I certify that the answers given on this form are true and complete to the best of my knowledge, and that, in the event of employment, false or misleading information given in my application or interview(s) may result in discharge. I authorize such investigation of all statements obtained in this application for employment as may

be necessary in arriving at an employment decision. I further authorize any person or other entity whose name I have given on this form to provide information to the YWCA Central Massachusetts, and I release any such person or other entity and the YWCA Central Massachusetts and its employees, directors, officers and agents from any claim or cause of action I might have or acquire against the releases in connection with the provision of this information. Further, I agree to indemnify the releases against all liability in connection with the provision of the information. Should I become employed, I understand that my employment would be at will, that my employment would not be for any specified time, and that the agency retains the right to terminate employment at any time with or without cause or notice. Likewise, I may resign from the agency at any time. I further understand that this application is not intended to be a contract for employment.

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Applicant Signature

Date

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities. CORI (Criminal Offender Record Information) checks are required by law for all newly hired employees who may be spending unsupervised time with a child or children or clients as part of their responsibilities.

APPLICANT MAY REQUEST A SELF IDENTIFICATION FORM TO NOTE PROTECTED STATUS UNDER ANY AFFIRMATIVE ACTION LAWS WHICH MAY BE APPLICABLE.

\*An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry relative to prior arrests, criminal court appearances or convictions. In addition, an applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution.