



Riverdale YM-YWHA

5625 Arlington Avenue / Bronx, New York 10471
(718) 548-8200 / Fax (718) 796-6339 / www.RiverdaleY.org

Riverdale YM-YWHA Employment Application Form

The Riverdale Y does not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations.

PERSONAL INFORMATION:

First Name _____ Middle Initial _____ Last Name _____

Address _____

Home Phone _____ Cell _____ E-Mail _____

Please check your eligibility to work in the United States? Citizen ___ Green Card ___ Visa ___

Have you ever worked at this agency before? Yes ___ No ___ If yes, when and in what capacity?

If you are under age 18, do you have an employment/age certificate? Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last 5 years? Yes ___ No ___

If yes, please explain: _____

A conviction record will not necessarily be a bar to employment

POSITION/AVAILABILITY:

Position Applied For: _____ Desired Salary _____

Hours Available: **Mon** _____ to _____ **Tue** _____ to _____ **Wed** _____ to _____

Thu _____ to _____ **Fri** _____ to _____ **Sat** _____ to _____ **Sun** _____ to _____

EDUCATION:

High School _____ Address _____

Did you graduate? _____

College _____ Address _____

Did you graduate? _____ Degree _____

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

(Feel free to attach a resume in addition to completing the following information)

Present Or Most Recent Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: (____) _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Do we have your permission to contact this employer? _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: (____) _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Do we have your permission to contact this employer? _____

Explain any gaps in work history: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: (____) _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Do we have your permission to contact this employer? _____

Explain any gaps in work history: _____

Professional References:

Name, Title, Relationship, Email, Phone

1) _____

2) _____

3) _____

Personal References:

Name, Title, Relationship, Email, Phone

1) _____

2) _____

3) _____

How did you hear about us?

IMPORTANT: Please read carefully and sign.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that if employed, I will be an employee at-will which means that I can voluntarily end my employment or be terminated at any time for any reason or no reason at all. I give the Riverdale Y permission to contact any of my previous employers and

references, unless otherwise stated, and authorize them to provide all information requested by the Riverdale Y. I understand that any offer of employment is conditioned upon receipt of satisfactory references if employed; I will abide by the Riverdale Y's rules and regulations, which I understand are subject to change by the Riverdale Y. I authorize the verification of any and all information listed above and release all parties from liability for any damages that may result from furnishing same to you.

By signing below, you agree to this disclaimer and give us permission to obtain an investigative report on you for employment purposes.

Signature _____

Date _____