

eliminating racism  
empowering women

**ywca**

clark county

## employment application

**ywca clark county** values diversity in its workforce and strives to create a diverse workforce and an inclusive culture. **ywca clark county** is committed to Equal Opportunity Employment.

**(PLEASE PRINT)**

Position(s) applied for	Date	
How did you learn about <b>ywca clark county</b> ?		
<input type="checkbox"/> Online Advertisement	<input type="checkbox"/> Friend: _____	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Relative: _____	<input type="checkbox"/> Other: _____	

Last Name		First Name			Middle Name	
Address	Number	Street	City	State	Zip	
Telephone Number(s)			Email Address			

If you are under 18 years of age, can you provide required proof of eligibility to work?  Yes  No

Do you have any relatives employed by **ywca**, or on, the **ywca** Board?  Yes  No  
If yes, please state name and relationship: \_\_\_\_\_

Have you previously filed an application with us?  Yes  No  
If Yes, give approximate date: \_\_\_\_\_ Job applied for: \_\_\_\_\_

Have you ever been employed with the **ywca clark county** or any other **ywca**?  Yes  No  
If Yes, give date: \_\_\_\_\_

Are you legally eligible for employment in the United States:  Yes  No  
(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever been convicted of a crime or violation other than a minor traffic infraction?  Yes  No  
(A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.)

If yes, please explain:

--

3609 Main Street  
Vancouver WA 98663  
hotline 360 695 0501  
main/tdd 360 696 0167  
facsimile 360 693 1864  
**ywcaclarkcounty.org**

**ywca clark county's** mission is to eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

**Employment Experience**

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

If all info is included in resume, state, "resume attached."

Employer	Dates Employed		Work Performed
	From	To	
City/State			
Telephone Number(s)	Job Title		
Reason for leaving			

Employer	Dates Employed		Work Performed
	From	To	
City/State			
Telephone Number(s)	Job Title		
Reason for leaving			

Employer	Dates Employed		Work Performed
	From	To	
City/State			
Telephone Number(s)	Job Title		
Reason for leaving			

Employer	Dates Employed		Work Performed
	From	To	
City/State			
Telephone Number(s)	Job Title		
Reason for leaving			

**Education**

Please indicate education or training which you believe qualifies you for the position you are seeking.

High School or GED

Number of years completed: (circle one)      1      2      3      4      Graduated?       Yes     No  
 School(s): \_\_\_\_\_ City/State: \_\_\_\_\_

College and/or Vocational School

Number of years completed: (circle one)      1      2      3      4      Graduated?       Yes     No  
 School(s): \_\_\_\_\_ City/State: \_\_\_\_\_  
 Major: \_\_\_\_\_ Degrees Earned: \_\_\_\_\_

Other Training or Degrees

Number of years completed: (circle one)      1      2      3      4      Graduated?       Yes     No  
 Course: \_\_\_\_\_ Degree or Certificate: \_\_\_\_\_

Indicate any languages other than English you can speak, read, and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

**Qualifying Questions**

Please note that hiring decisions are made based on the requirements/qualifications outlined in the job description. Please review the job description and answer the following questions.

1. If driving is required, do you have reliable transportation, valid driver's license, and proof of insurance?       Yes     No
2. Do you meet the minimum experience and/or education requirements as outlined in the job description?       Yes     No

**References**

	Name	Phone	Email	Relationship to applicant
1				
2				
3				

**Applicant's Certification and Agreement:** Please read very carefully

I attest with my signature below that I have given to **ywca clark county** true and complete information on this application. No requested information has been concealed. I authorize **ywca clark county** to contact references and past employers provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

**At Will Employment**

**ywca clark county** is an "at will" employer, meaning all employees serve solely at the will of the organization. Any employee may be discharged at any time for any reason, unless law prohibits such reason. Likewise, any employee may terminate employment with **ywca clark county** at any time for any reason.

I understand this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination. In the event I am employed by **ywca clark county**, I understand that I would be required to follow all personnel policies.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Digital signatures are only valid if added after the form is complete.  
You may sign digitally when you are finished, or print the form and sign with a pen.

This application will be kept on file in accordance with Federal and State regulations.  
Incomplete applications may not be considered.

**ywca clark county** will provide Equal Employment Opportunity and treatment of all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, training, placement and promotion, compensation and working conditions, demotion, layoff, termination, and recall. Such equal employment opportunity shall be provided without discrimination with respect to: race, ethnicity, religion, age, gender, sexual orientation, color, national origin, marital status, and/or physical abilities.

# voluntary self-identification survey

## CONFIDENTIAL

**ywca clark county** is required by law to report gender and race/ethnicity. The definitions below are those used by the Federal Government for reporting purposes, not by **ywca clark county**. The survey below is voluntary and CONFIDENTIAL. The information reported from this survey is intended to assist the Federal Government in maintaining and enhancing Equal Employment Opportunity. If you would like more information on the Federal reporting requirements and definitions, please visit [www.eeoc.gov](http://www.eeoc.gov) or [www.dol.gov](http://www.dol.gov) or contact the Human Resources Department at **360 906 9107**.

Date: \_\_\_\_\_

### Gender:

The terms below are those used by the Federal Government for reporting purposes, not by **ywca clark county**. Please check one of the options:  Male  Female

### Race/Ethnicity:

Please check **one** of the descriptions below corresponding to the ethnic group with which you primarily identify. The definitions below are those used by the Federal Government for reporting purposes, not by **ywca clark county**.

- Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino)** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian (Not Hispanic or Latino)** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** All persons who identify with more than one of the above five races.
- I do not wish to self-identify.

### Veteran's Status:

Please check **all** that apply. (see below for definitions)

- Disabled veteran.** A veteran of the U.S. military, ground, naval or air service who is (i) entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.
- Other protected veteran** (veteran who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded)
- Armed Forces service medal veteran** (veteran who, while serving on active duty in the Armed Forces, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985)
- Recently separated veteran** (veteran within 36 months from discharge or release from active duty)
- I do not wish to self-identify.

Name		Phone
Address		Email
City	State	Zip
Position applied for		