

**YWCA NorthEastern NY**44 Washington Avenue
Schenectady, NY 12305
518.374.3394

**Employment Application Form: Executive Director**

Please send a resume to accompany this application as well as a cover letter that includes explicit references to your experience and how it ties to furthering the YWCA mission.

**PLEASE TYPE or PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE**

Name:       Date:

Present Address:       How Long?

Telephone:       E-mail:

If appointed, when would you be available to start?

How did you learn of this opening?

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LEVEL | NAME OF SCHOOL | LOCATION | # OF YRS COMPLETED | MAJOR & DEGREE | PHONE of Registrar Office |
| College |       |       |       |       |       |
|  |       |       |       |       |       |
| Graduate School |       |       |       |       |       |
|  |       |       |       |       |       |
| Other      |       |       |       |       |       |
|       |       |       |       |       |       |

**WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. EMPLOYMENT DATES:       | NAME OF ORGANIZATION:       | LOCATION:       | SALARY:       | CONTACT:       | Name/Phone to verify employment:       |
|  | TITLE:       | MAJOR RESPONSIBILITIES: (not necessary if described on resume)       |
| 2. EMPLOYMENT DATES:       | NAME OF ORGANIZATION:       | LOCATION:       | SALARY:       | CONTACT:       | Name/Phone to verify employment:       |
|  | TITLE:       | MAJOR RESPONSIBILITIES: (not necessary if described on resume)       |
| 3. EMPLOYMENT DATES:       | NAME OF ORGAIZATION:       | LOCATION:       | SALARY:       | CONTACT:       | Name/Phone to verify employment:       |
|  | TITLE:       | MAJOR REPSONSIBILITIES: (not necessary if described on resume)       |

1. Have you ever been a member of, worked at or served as a volunteer at a YWCA? [ ]  Yes [ ]  No

If yes, please elaborate:
2. Do you have a valid driver’s license or consistently reliable way to get to work and to frequent off-site appointments? [ ]  Yes [ ]  No
3. Have you ever been in the U.S. Armed Forces? [ ]  Yes [ ]  No
4. Are you now a member of the U.S. National Guard? [ ]  Yes [ ]  No
5. Do you have the necessary documentation proving your legal right to work in the U.S.? [ ]  Yes [ ]  No
6. If appointed, are you willing to submit to and pass a controlled substance test? [ ]  Yes [ ]  No
7. Are you able to perform the essential functions of this position, either with or without reasonable accommodation? [ ]  Yes [ ]  No
8. Have you ever been convicted of a crime? [ ]  Yes [ ]  No

If yes, explain conviction(s), how recently such offense(s) was/were committed, and disposition of the case:

What first-hand experience and abilities do you have in the following areas? Mark the appropriate column for each type of experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Developing strength and confidence in this area** | **First-hand experience in this area** | **Several years of demonstrated/high level of strength and high confidence in my ability in this area** |
| Leadership -- YWCA Mission fulfillment, including racial justice  and women’s economic empowerment |       |       |       |
|  -- Growing and motivating the board |       |       |       |
|  -- Growing and motivating staff |       |       |       |
|  -- Growing the assets of the organization as a whole |       |       |       |
| Nonprofit Operations Management |       |       |       |
| Nonprofit Financial Management and Negotiating Skills |       |       |       |
| Nonprofit Planning and Visionary Thinking |       |       |       |
| Organizing work |       |       |       |
| Program and staff supervision in the area of       |       |       |       |
| Program and staff supervision in the area of       |       |       |       |
| Program and staff supervision in the area of       |       |       |       |
| Program and staff supervision in the area of       |       |       |       |
| Program Development/staff supervision experience – other areas |       |       |       |
| Advocacy for racial justice and girls’ and women’s empowerment |       |       |       |
| Fundraising – Direct Solicitation |       |       |       |
| Fundraising – Grant Writing |       |       |       |
| Fundraising – Events |       |       |       |
| Verbal and written communication skills, Marketing, Communications |       |       |       |
| Community Relations |       |       |       |
| YWCA Relations |       |       |       |

What abilities do you have with these/other computer software programs? Mark the appropriate level.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Software** | **New to Me** | **Familiarity/Some Use** | **Command of General Functions** | **Advanced Abilities** |
| MS Word |       |       |       |       |
| MS Excel |       |       |       |       |
| MS PowerPoint |       |       |       |       |
| MS Access |       |       |       |       |
| Accounting Software (please name):       |       |       |       |       |
| Website Design/Upkeep (please name):       |       |       |       |       |
| Other Software (please name):       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

Please list three recent work related references other than relatives. Letters of recommendation may be attached if you prefer.

Name:       Relationship:

Position:       Organization:

Address:       Telephone: (     )

E-mail:

Name:       Relationship:

Position:       Organization:

Address:       Telephone: (     )

E-mail:

Name:       Relationship:

Position:       Organization:

Address:       Telephone: (     )

E-mail:

May we conduct a comprehensive reference check with those listed above as well as those not listed above that you are known to have worked with?

[ ]  Yes [ ]  Yes, with the exception of: (please list)

[ ]  Please contact me first [ ]  Not at this time

**Please Read Each Paragraph, then Sign Below**

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this organization, terms for my immediate expulsion from the organization.

I am aware that a background check may be conducted as a part of considering my application. As noted above, I permit the YWCA to examine my record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the organization, my former employers & all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

**Applicant’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_