



APPLICATION FOR EMPLOYMENT



THE WOMAN'S EXCHANGE IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY THAT ALL APPLICANTS BE CONSIDERED SOLELY ON THE BASIS OF QUALIFICATIONS AND ABILITY WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY OR VETERAN STATUS.

PLEASE PRINT AND COMPLETE FORM IN DETAIL. PLEASE BE SPECIFIC AND FILL IN ALL APPROPRIATE BLANKS. ALL INFORMATION GIVEN WILL BE HELD IN STRICT CONFIDENCE.

NAME (LAST, FIRST, MIDDLE)			NAME CALLED BY		DATE APPLICATION COMPLETED	
ADDRESS					YEARS AT THIS ADDRESS	
CITY		STATE	ZIP	TELEPHONE NUMBER ()		SOCIAL SECURITY NO. — —
PREVIOUS ADDRESS (IF LESS THAN ONE YEAR)					HOW LONG	
HAVE YOU BEEN EMPLOYED PREVIOUSLY BY THE WOMAN'S EXCHANGE?		<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHEN AND WHERE:			
DO YOU HAVE THE LEGAL RIGHT TO WORK PERMANENTLY IN THE U.S.?		<input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, EXPLAIN:			
HAVE YOU EVER BEEN CONVICTED OF A CRIME?		<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, EXPLAIN:			
RELATIVES AND/OR ACQUAINTANCES EMPLOYED BY THE WOMAN'S EXCHANGE	NAME (S)		RELATIONSHIP		LOCATION	
TYPE OF POSITION/FUNCTION DESIRED			DATE AVAILABLE TO START		REQUIRED PAY	
DAYS AND TIMES AVAILABLE TO WORK						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
AM	AM	AM	AM	AM	AM	
MID	MID	MID	MID	MID	MID	
PM	PM	PM	PM	PM	PM	

EDUCATION									
*TYPE OF SCHOOL	NAME AND LOCATION OF SCHOOL	DATES ATTENDED	MAJOR SUBJECTS STUDIED	CIRCLE LAST YR. COMPLETED	NO. OF CREDIT HRS. COMPLETED		GRADUATE? YES / NO	DEGREE RECEIVED (TYPE)	CLASS STANDING (CIRCLE ONE)
HIGH SCHOOL				1 2 3 4	QTR HRS	SEM HRS			TOP 10% TOP 25%
COLLEGE		FROM TO		1 2 3 4 5					TOP 10% TOP 25% TOP 50% BOTTOM 50%
COLLEGE OR OTHER		FROM TO		1 2 3 4 5					TOP 10% TOP 25% TOP 50% BOTTOM 50%

*(INDICATE IF ATTENDANCE FULL OR PART TIME. WERE CLASSES DAY, EVENING OR CORRESPONDENCE?)

ADDITIONAL COURSES OR GRADUATE STUDIES	
EXTRACURRICULAR ACTIVITIES AND HONORS (DO NOT INCLUDE RACIAL, RELIGIOUS, OR NATIONALITY GROUPS)	
IN HIGH SCHOOL	IN COLLEGE
OFFICES HELD	OFFICE HELD

WORK EXPERIENCE
(START WITH PRESENT POSITION AND WORK BACK)

FIRM NAME		TYPE OF BUSINESS			
ADDRESS		CITY	STATE	ZIP	PHONE ()
IMMEDIATE SUPERVISOR				TITLE	PHONE ()
		SALARY		TITLE	DEPARTMENT
	STARTING	DATE	PAY RATE		
	FINAL/PRESENT				
EXPLAIN IN DETAIL PRESENT DUTIES:					
WHAT DO YOU MOST ENJOY?			WHAT DO YOU LEAST ENJOY?		
IF LEAVING PRESENT JOB, EXPLAIN:					
FIRM NAME		TYPE OF BUSINESS			
ADDRESS		CITY	STATE	ZIP	PHONE ()
IMMEDIATE SUPERVISOR				TITLE	PHONE ()
		SALARY		TITLE	DEPARTMENT
	STARTING	DATE	PAY RATE		
	FINAL/PRESENT				
DUTIES:					
WHAT DID YOU MOST ENJOY?			WHAT DID YOU LEAST ENJOY?		
WHAT WERE YOUR REASONS FOR LEAVING?					
OTHER POSITIONS HELD (INCLUDE SUMMER WORK DURING SCHOOL)					
NAME OF COMPANY		POSITION	DATES OF EMPLOYMENT	SALARY	REASON FOR LEAVING
ADDITIONAL COMMENTS ABOUT POSITIONS HELD					
MAY WE CONTACT YOUR PRESENT EMPLOYER			MAY WE CONTACT YOUR PREVIOUS EMPLOYER(S)		
YES		NO	YES		NO

THROUGH WHAT CHANNEL WAS YOUR APPLICATION MADE? (PLEASE CHECK)

PRIVATE EMPLOYMENT AGENCY	NAME	AQUAINTANCE EMPLOYED BY THE WOMAN'S EXCH.	NAME	OTHER
COLLEGE PLACEMENT OFFICE	NAME	NEWSPAPER ADVERTISEMENT	NAME	

BUSINESS/PERSONAL REFERENCES

NAME	OCCUPATION	ADDRESS	PHONE

By signing this application, I certify: That this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information and that falsification could be cause for dismissal. Further, The Woman's Exchange or its agents may request employment information from my previous employer(s) and person(s) or corporation(s) who provide information related to my previous employment and will be released from any liability or damage. I have noted that The Woman's Exchange is an Equal Opportunity Employer and all applicants receive lawful consideration for employment without regard to Race, Religion, Color, Sex, Age, National Origin, Disability, or Veteran Status. I realize that if I am hired, The Woman's Exchange reserves the right to terminate my employment whenever the need arises.

SIGNATURE
DATE

INTERNAL USE ONLY

	DATE	ACTION
1. SATISFACTORY REFERENCE REPORTS. 2. FAVORABLE REPORTS FROM OUTSIDE AGENCIES ON VERIFICATION OF INFORMATION SUPPLIED.		