Schenectady ARC

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SCHENECTADY ARC
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APPLICATION FOR EMPLOYMENT

☐EMPLOYEE ☐CONSULTANT ☐UNPAID INTERN ☐VOLUNTEER

Equal Opportunity Employer, Minority/Female/Disabled/Veteran

(Please complete application whether or not a resume is attached)

Name:	**Also known as:**	**Date:**
Street Address:		**Day Phone:**
		Night Phone:
City, State, Zip Code:	**E-Mail Address:**	**Cell Phone:**

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

Do you have a valid New York State Drivers License? ☐ Yes ☐ No

Have you ever worked for Schenectady ARC? ☐ Yes ☐ No

How did you hear about the position? (Newspaper, ARC staff, internet) _____

Position Desired:	**Expected Salary:**

EDUCATIONAL HISTORY

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		☐Yes ☐ No				
GED:		☐Yes ☐ No				
Other School:		☐Yes ☐ No				
College:		☐Yes ☐ No				
College:		☐Yes ☐ No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

EMPLOYMENT/VOLUNTEER HISTORY

Please list all employment in chronological order, starting with your current or last place of employment. Include prior or current experience as employee, volunteer, certified provider for OPWDD, other state agency or other provider of human service. Include ANY experience in a direct care or childcare position. The contact person listed for each company should be someone qualified to provide a professional reference for you (i.e. supervisor, manager, owner, etc.).

CURRENT EMPLOYER		
Organization Name and Address:	☐ Full time ☐ Part-time If part-time, # hrs./wk: ☐	Title:
Starting Salary: Final Salary:	Dates Employed From: To	
Supervisor's Name:	Title and Phone #:	Contact my current supervisor: ☐ At any time ☐ Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
EMPLOYER 2		
Organization Name and Address:	☐ Full time ☐ Part-time If part-time, # hrs./wk: ☐	Title:
Starting Salary: Final Salary:	Dates Employed From: To	
Supervisor's Name:	Title and Phone #:	Contact my current supervisor: ☐ At any time ☐ Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
EMPLOYER 3		
Organization Name and Address:	☐ Full time ☐ Part-time If part-time, # hrs./wk: ☐	Title:
Starting Salary: Final Salary:	Dates Employed From: To	
Supervisor's Name:	Title and Phone #:	Contact my current supervisor: ☐ At any time ☐ Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

REFERENCES

Please list the names and addresses of three (3) references. These should be PERSONAL references (co-workers, friends, clergy, friends of family, etc.). Please **DO NOT LIST FAMILY MEMBERS** as personal references.

I AUTHORIZE YOU TO CONTACT:

Name:	Telephone Numbers: Work: Home: Cell:

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Name:	Telephone Numbers: Work: Home: Cell:

REFERENCE RELEASE AUTHORIZATION

I,_____

Please print name

social security number

Hereby authorize the Schenectady ARC to contact references and employers to obtain the necessary information for an employment decision.

Signature:	Date:

ADDENDUM TO APPLICATION FOR EMPLOYMENT

1. **Have you ever been convicted of a misdemeanor?** ☐ **Yes** ☐ **No**

If yes, please state where, when and the crime for which you were convicted, and any other information:_____

_____

_____.

2. **Have you ever been convicted of a felony?** ☐ **Yes** ☐ **No**

If yes, state where, when and the crime for which you were convicted, and any other information:_____

_____

_____.

3. **Do you have any pending arrest or criminal accusations against you in any jurisdiction?**

☐ **Yes** ☐ **No**

If yes, please state where, when, the crime with which you are charged and any other information:

_____

_____

_____.

4. **Have you ever been convicted of client or child abuse, neglect or mistreatment?**

☐ **Yes** ☐ **No**

If yes, explain: _____

_____

_____

_____.

5. **Have you ever received disciplinary action from an employer for client/child abuse, neglect or mistreatment?** ☐ **Yes** ☐ **No**

If yes, explain: _____

_____

_____

_____.

I UNDERSTAND AND AGREE TO THE FOLLOWING:

All information provided by me on this application is true; and any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal or, if employed, termination from employment.

It is my understanding that Schenectady ARC will make a thorough investigation of my work history and may verify all data given in my application of employment, related papers, or oral interview. I authorize such investigation and the giving and receiving of any information requested by the Schenectady ARC and I release from liability any person giving or receiving information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

I understand that the names of applicants who will have the potential for regular and substantial contact with children and who are being considered for staff positions shall be submitted to the New York State Department of Social Services to determine if the applicant is the subject of an indicated report of child abuse or maltreatment.

I further understand that this is an application for employment and that no employment contracts are being offered.

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or disability.

Signature:	Date:

ADDENDUM TO APPLICATION FOR EMPLOYMENT

(NOT TO BE COMPLETED BY INTERNS CONSULTANTS AND VOLUNTEERS)

1) Do you have any convictions relating to moving violations within the last 3 years?

☐ **Yes** ☐ **No**

If yes, explain:

2) Have you ever had your license suspended or revoked, a DWI conviction or any other occurrence involving harm to anyone or to property while driving?

☐ **Yes** ☐ **No**

If yes, explain:

Please **PRINT** information as it appears on your Drivers License	
Name:	
Motorist ID#:	Class:
Date of Issue:	Date of Expiration:
I hereby authorize The Schenectady ARC to secure an abstract of my driving record.	
Signature:	