



**of Livingston County
APPLICATION FOR EMPLOYMENT**

Instructions: We appreciate your interest in our organization. We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, disability, marital status, veteran status or any other legally protected status.

Please print and answer all questions clearly.

Date of Application _____

Personal Information

Name _____
last first middle

Address _____
street city state ZIP

Previous address if current address is less than three (3) years: _____

Telephone Numbers: (____) _____ (____) _____ May we contact you at work? YES NO
home work

Have you filed an application with us before? YES NO If "yes", give date _____

Have you ever been employed here before? YES NO

If yes, give dates: _____ to _____ Position held _____

How did you learn about our organization? (check all that apply) Relative Job Fair Walk-in
 Sign Posted Job Service Newspaper Ad; Name of Newspaper _____

Employee Referral; Name of Employee _____ Other _____

Have you ever been convicted of a felony or misdemeanor in any jurisdiction? YES NO
If "yes", please list the specific nature and details of the crime(s), date(s), court location, sentencing information, and disposition of sentence on another sheet of paper. (Please note: a conviction record will not necessarily be a bar to employment.) _____

Are there any pending criminal charges filed against you? YES NO If "yes", please specify: _____

Please note: All applicants who will have regular and substantial unsupervised or unrestricted physical contact with people receiving services will be required to comply to criminal history record checks and/or fingerprinting.

Have you ever been the subject of an indicated* report of abuse, neglect or mistreatment? YES NO

*an indicated report is made after a governmental investigation and given to the Central Register of NYS or another government agency

If "yes", please explain: _____

Are you legally eligible for employment in the USA? YES NO

Proof of identity and employment eligibility will be required upon employment

American with Disabilities Act clarification: If a job description has been provided with or without reasonable accommodation, can you perform the essential job functions for the position you have applied for? YES NO

EMPLOYMENT DATA

Position applying for _____ Expected rate of pay \$ _____

List other positions you may be qualified for _____

Are you currently working? YES NO On what date would you be available to work? _____

Are you available to work (check all that apply) Full Time Part Time Per Diem / Relief

Check all shifts you can and are willing to work: Day Evening Overnight
 Weekend Holidays

Are you able to travel if the job requires it? YES NO If yes, are there limitations? Explain: _____

Other name(s) under which employment or education may be verified: _____

EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related volunteer activities, summer and cooperative education assignments. Please account for all time for at least the past seven (7) years. (Résumés may not be used as a substitute.)

1.

Employer	Telephone Number ()	Dates Employed
Address	Summarize your job responsibilities	
Ending Salary \$		
Job Title		
Immediate Supervisor and Title		
Reason for Leaving		

2.

Employer	Telephone Number ()	Dates Employed
Address	Summarize your job responsibilities	
Ending Salary \$		
Job Title		
Immediate Supervisor and Title		
Reason for Leaving		

3.

Employer	Telephone Number ()	Dates Employed
Address		Summarize your job responsibilities
Ending Salary \$		
Job Title		
Immediate Supervisor and Title		
Reason for Leaving		

4.

Employer	Telephone Number ()	Dates Employed
Address		Summarize your job responsibilities
Ending Salary \$		
Job Title		
Immediate Supervisor and Title		
Reason for Leaving		

Explain any gaps in your employment: _____

EDUCATION AND TRAINING

	Name and Location of School	Graduated (YES / NO)	Major	GED / Diploma / Degree
High School				
College				
Graduate School				
Trade, Business, Correspondence Other				

Academic honors or special recognition: _____

Please list any special training or skills you have acquired which might aid in the performance of duties for the applied-for position: _____

Do you have any previous experience as an employee, volunteer or certified provider with OMRDD, any other state agency or any other provider of human services not already identified in your employment history? YES NO

If "yes", please explain: _____

MILITARY SERVICE

Branch: _____ Years served: _____ Rank: _____ Present Status: _____

REFERENCES

List two personal references who can attest to your character, reputation and personal qualifications, who are not related to you:

	<u>Name</u>	<u>Full Address</u>	<u>Phone</u>	<u>Relationship</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Please state why you wish to become an employee of Catholic Charities of Livingston County:

DRIVING HISTORY

Please complete this section only if the job for which you are applying requires a valid New York State driver's license and ability to drive a vehicle for job-related responsibilities.

Do you have a valid New York State driver's license? YES NO

Do you have a car or access to a car? YES NO

A driving record check will be done on all applicants who are applying for a job that requires a valid driver's license. Certain violations or combinations of violations may disqualify applicants from applying for certain positions.

Please indicate by placing a check (✓) next to the statements below if you have ever been convicted of:

- DWI or DWAI (Drugs or alcohol)
- Any occurrence involving harm to persons or property while driving
- Driving when your driver's license is suspended or revoked
- Using a motor vehicle for the commission of a felony

Please describe any moving violations of which you have been convicted within the past three (3) years:

APPLICANT STATEMENT

I certify that all of the information furnished by me in this application is true and complete. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for immediate dismissal if discovered at a later date. I also understand I will be required to provide proof of citizenship and employment eligibility at the time of employment.

I agree and authorize Catholic Charities of Livingston County to conduct a background inquiry to verify the information on this application, and I authorize all schools, previous employers, or other persons having knowledge of me or my records to release such information to Catholic Charities of Livingston County.

I further understand, if I am selected as a finalist for any position within the agency, they will do an investigation of criminal convictions, which may include fingerprinting.

I hereby release those schools, employers, associations, agencies and persons, and Catholic Charities of Livingston County from all claims and liability whatsoever that may arise out of such disclosure or such investigations.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time without prior notice.

I have carefully read and understand the above statement.

Applicant's Signature _____ Date _____