

Genesee



ARC

A Chapter of NYSARC, Inc.

People Helping People

**EMPLOYMENT APPLICATION**

*GENESEE ARC IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, VETERAN OR MARITAL STATUS OR DISABILITY.*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

PHONE # \_\_\_\_\_ ALTERNATE # \_\_\_\_\_

DATE OF BIRTH (IF UNDER 18): \_\_\_\_/\_\_\_\_/\_\_\_\_

POSITION YOU ARE APPLYING FOR: \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Volunteer \_\_\_\_\_ Intern \_\_\_\_\_

Expected Starting Salary: \_\_\_\_\_

(FOR AGENCY USE ONLY)

STARTING DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ DEPARTMENT: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_ STARTING SALARY: \_\_\_\_\_

POSITION#: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER'S SIGNATURE DATE

For current staff member: - Complete Application on file was reviewed by/date: \_\_\_\_\_

APPROVAL FOR HIRE:

\_\_\_\_\_  
EXECUTIVE DIRECTOR'S SIGNATURE DATE

**EDUCATION AND TRAINING**

	<b>GRADUATE YES OR NO</b>	<b>TYPE OF DEGREE/DIPLOMA</b>
<b><u>HIGH SCHOOL LAST ATTENDED:</u></b> NAME OF SCHOOL:  STREET, CITY, STATE:  MAJOR SUBJECT:		
<b><u>COLLEGE OR TECHNICAL SCHOOL:</u></b> NAME OF SCHOOL:  STREET, CITY, STATE:  MAJOR SUBJECT:		
<b><u>COLLEGE OR TECHNICAL SCHOOL:</u></b> NAME OF SCHOOL:  STREET, CITY, STATE:  MAJOR SUBJECT:		
<b><u>OTHER EDUCATION OR TRAINING:</u></b> (E.G., BUSINESS)  NAME OF SCHOOL:  STREET, CITY, STATE:  MAJOR SUBJECT:		

Please list any Academic Honors, Scholarships, etc., you consider significant: \_\_\_\_\_

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## EMPLOYMENT RECORD

Please list **ALL** employment beginning with most recent. Include periods of Military Service or unemployment.

**PLEASE NOTE: REVIEW OF FORMER EMPLOYER IS NECESSARY BY REVIEWER**

<u>EMPLOYER:</u>	<u>START DATE:</u>	<u>STARTING SALARY:</u>	<u>INITIAL POSITION TITLE:</u>
<u>STREET ADDRESS:</u>	<u>END DATE:</u>	<u>FINAL SALARY:</u>	<u>PRESENT/FINAL POSITION/TITLE:</u>
<u>CITY, STATE, ZIP CODE:</u>	<u>LAST SUPERVISOR'S NAME:</u>		<u>PHONE:</u>
<u>POSITION DESCRIPTION:</u>			<u>MAY WE CONTACT THIS EMPLOYER?</u>  ___ YES ___ NO
<u>REASON FOR LEAVING:</u>			

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<u>REASON FOR LEAVING:</u>			

**PLEASE ANSWER EACH QUESTION BELOW**

**CRIMINAL HISTORY:** Have you ever been convicted of a misdemeanor or felony in any jurisdiction, and/or do you have any pending criminal charges against you? \_\_\_ NO \_\_\_ YES (If YES, please provide a description of all convictions and pending criminal charges)

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**DRIVING RECORD:** Have you ever been convicted of a motor vehicle moving violation within the last five years, including but not limited to alcohol and drug-related offenses; or any suspension, revocation, convictions, or any occurrence involving harm to persons or property while driving? \_\_\_\_\_ NO \_\_\_\_\_ YES If YES, please explain: \_\_\_\_\_

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Do you have any prior or current experience as an employee, volunteer, or certified provider with OMRDD, any other state agency, or any other provider of human services? \_\_\_\_\_ No \_\_\_\_\_ Yes If yes, please specify:

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Do you have any direct care work relevant to the position for which you applied? \_\_\_\_\_ No \_\_\_\_\_ Yes If yes, please specify: \_\_\_\_\_

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Please list any organizational membership, which you consider relevant to your ability to perform the job you are applying for.

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Please list any other skills, (e.g., typing, shorthand, arts & crafts, etc.), training, and hobbies or avocations that might be relevant to employment at the Genesee ARC.

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**PROFESSIONAL REFERENCES**

Please list three persons other than relatives who have knowledge of your work experience, work reputation, and/or work qualifications:

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>PHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PERSONAL REFERENCES**

Please list three persons other than relatives who have knowledge of your character and/or personal experiences:

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>PHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE READ**

I, hereby, authorize investigation of all statements contained in this application. I certify that all statements made herein are true, and I understand that misrepresentation or omission of facts called for in this application form would be grounds for immediate dismissal of my employment without notice. I also recognize that my employment and compensation can be terminated or altered with or without cause and with or without notice at any time at the option of either the company or me. I understand that no supervisor, manager, or representative of the company other than the Executive Director or Board of Directors, has any authority to enter into any agreement contrary to this statement. I also agree to: (1) an examination by any designated physician as may be required with any employment offer being contingent on the satisfactory passing thereof; (2) if employed, to abide by all regulations of the Genesee ARC; and (3) license check and satisfactory report from the Department of Motor Vehicles if necessary for any position for which I am applying for or fill.

Further, I understand that if in my position at Genesee ARC I will have regular and substantial unsupervised or unrestricted physical contact with people receiving services, I will need to provide information, statements, and fingerprints according to the requirements of OMRDD regulations in order for a criminal background check to be conducted.

I understand that the above statement is part of the Personnel Policies and Practices of Genesee ARC.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_