



**APPLICATION FOR EMPLOYMENT**

**A3**

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

We consider applicants for all positions without regard to race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital, citizenship or veteran status, gender identity and/or expression thereof, or any other legally protected status.

**PLEASE PRINT AND ANSWER ALL QUESTIONS CLEARLY**

**PERSONAL**

Name		
Street		
City	Home Phone ( )	
State	Postal Code	Business Phone ( )
E-Mail Address		

**GENERAL INFORMATION**

Position(s) applied for:	Date Available:
Available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Relief as Needed <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Holidays	
List any day/hours you are unable to work:	
Rate of pay desired:	Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No
How did you hear about this position? <input type="checkbox"/> Newspaper <input type="checkbox"/> Posting <input type="checkbox"/> Friend/Family <input type="checkbox"/> Other, explain:	
Have you worked for Catholic Charities before? <input type="checkbox"/> No <input type="checkbox"/> Yes Date:	
Are any of your relatives employed with us? <input type="checkbox"/> No <input type="checkbox"/> Yes Name/Relationship:	
Are you legally eligible to for employment in the USA? <input type="checkbox"/> No <input type="checkbox"/> Yes Proof of identity and employment eligibility will be required upon employment	
American with Disabilities Act Clarification: If a job description has been provided, do you believe you will be able to perform the essential job functions for the position you have applied for, with or without reasonable accommodation? <input type="checkbox"/> No <input type="checkbox"/> Yes	

**EDUCATION**

Name & Location	# Years	Graduate?	Degree/ Major
High School			
College			
Other (Specify)			
Special skills/qualifications (applicable to employment)			

**Tompkins/Tioga Catholic Charities**  
 324 W. Buffalo St.  
 Ithaca, NY 14850

**Catholic Charities of Chemung/Schuylar**  
 215 East Church Street  
 Elmira, NY 14901

**Food Bank of the Southern Tier**  
 388 Upper Oakwood Ave.  
 Elmira, NY 14963

**Catholic Charities of Steuben County**  
 23 Liberty Street  
 Bath, NY 14810

**WE ARE AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

**US MILITARY HISTORY**

US Military Service? <input type="checkbox"/> No <input type="checkbox"/> Yes Branch & Dates:	
Rank at discharge:	Present Reserve status:

**CRIMINAL HISTORY**

<p>Have you ever been convicted of a felony or misdemeanor in any jurisdiction? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Are there any pending criminal charges filed against you? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>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.</p> <p><b>(Please Note:</b> a conviction record will not necessarily be a bar to employment) A criminal background check will be conducted on all applicants.</p>
<p>Have you ever been the subject of an indicated* report of abuse, neglect or mistreatment? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain.</p> <p>*An indicated report is made after a governmental investigation and given to the Central Register of NYS or another government agency.</p>

**EMPLOYMENT HISTORY (Past 5 years, start with most recent) – Please complete fully –**

From:	To:	Employer:	Phone: ( )
Job Title:		Employer's Address:	
Supervisor's Name:	Starting Salary:	Ending Salary:	
Duties:			
Reason for Leaving:			
May we contact Employer at above phone number? <input type="checkbox"/> No <input type="checkbox"/> Yes			

From:	To:	Employer:	Phone: ( )
Job Title:		Employer's Address:	
Supervisor's Name:	Starting Salary:	Ending Salary:	
Duties:			
Reason for Leaving:			
May we contact Employer at above phone number? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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Job Title:		Employer's Address:	
Supervisor's Name:		Starting Salary:	Ending Salary:
Duties:			
Reason for Leaving:			
May we contact Employer at above phone number? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Volunteer Experience:
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**REFERENCES** Give name, address and phone number of 3 non-relative references.

Name	Address	Phone

Please complete this section only if the job for which you are applying requires a valid New York State Driver's License and the ability to drive a vehicle for job-related responsibilities. NOTE: Applicants whose position will require on the job driving must be 21 or older.

**DRIVING HISTORY**

Do you have a valid New York State Driver's License? <input type="checkbox"/> No <input type="checkbox"/> Yes
Do you have a car or access to a car? <input type="checkbox"/> No <input type="checkbox"/> Yes

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 violates may disqualify applicants from applying for certain positions.

**PLEASE INDICATE IF YOU HAVE EVER BEEN CONVICTED OF**

DWI or DWAI (drugs or alcohol)	Negligent homicide using a motor vehicle
Hit and Run	Driving when license is suspended or revoked
Reckless Driving	Using a vehicle for commission of a felony
Speeding	Operating a vehicle without owner's authority
Failure to report an accident	Permitting an unlicensed person to drive
Other Moving Violation (e.g., failure to yield, following too close, improper pass/lane change, failure to stop for school bus, etc.)	

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**APPLICANTS:** *Read and Sign Below*

I certify all of the information furnished by me in this application is true and complete. I also agree falsified information or significant omissions may disqualify me from 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 to conduct a background inquiry to verify the information on this application and authorize all schools, previous employers, persons having knowledge of my records to release such information to Catholic Charities. I further understand, if I am selected for any position within this agency, they will do an investigation of criminal convictions.

- State(s) criminal record check
- Social Security verification
- State(s) Sexual offender record check
- County criminal record checks for Management Positions and positions that involve working directly with vulnerable populations

I hereby release those schools, employers, associations, agencies, and Catholic Charities 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:** \_\_\_\_\_

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