

Application for Employment

The 80th Street Residence – 430 East 80th Street – New York, New York 10075

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the Application and/or interview process should notify a representative of the Human Resources Department.

Position(s) Applied for _____ Date of application _____

Name _____ Applicant ID# _____

Address _____

Telephone # _____ Cellular/Other # _____ Email Address _____

Referral Source (How did you hear about us?) _____

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain: _____

Have you ever been employed here before? If yes, Give dates and positions _____ Yes No

Is this application a request for reemployment following an extended military leave of absence from this company? If yes, additional information may be requested. Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work _____

Type of employment desired: Full-time Part-time Temporary Seasonal Educational Co-op

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? Yes No

Driver's License number required if driving may be required in the job for which you are applying: _____ State: _____

Answering "yes" to either part of the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime? Yes No

If yes, please provide date(s) and details:

Employment History

Starting with your most recent employer, provide the following information.

Employer: _____ Telephone number: _____ Street Address: _____

City: _____ State: _____ Starting Job/Final Job Title: _____

Immediate Supervisor and Title (for most recent position held): _____

Why did you leave:

Summarize the type of work performed and job responsibilities:

May we contact your supervisor for a reference? Yes No Later If yes, email: _____

Employer: _____ Telephone number: _____ Street Address: _____

City: _____ State: _____ Starting Job/Final Job Title: _____

Immediate Supervisor and Title (for most recent position held): _____

Why did you leave:

Summarize the type of work performed and job responsibilities:

May we contact your supervisor for a reference? Yes No Later If yes, email: _____

Employer: _____ Telephone number: _____ Street Address: _____

City: _____ State: _____ Starting Job/Final Job Title: _____

Immediate Supervisor and Title (for most recent position held): _____

Why did you leave:

Summarize the type of work performed and job responsibilities:

May we contact your supervisor for a reference? Yes No Later If yes, email: _____

Summarize any special training, skills, licenses and/or certifications that may assist you in performing the position for which you are applying (please be sure to indicate the number of years and level of proficiency you have using the skill):

Educational Background

Starting with your most recent school attended please provide the following information:

School Attended: _____ City, State: _____ Completed _____ GPA: __ Major: _____

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References

List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, please list three school or personal references who are not related to you.

Name: _____ Title: _____ Relationship to You: _____

Phone: _____ Email: _____ Years Known: _____

Name: _____ Title: _____ Relationship to You: _____

Phone: _____ Email: _____ Years Known: _____

Name: _____ Title: _____ Relationship to You: _____

Phone: _____ Email: _____ Years Known: _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, for organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an application from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (i) eliminate me from further consideration for employment or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____

Date: _____