

**EMPLOYMENT APPLICATION**

**SENECA CAYUGA ARC**

1521 Clark Street Road Auburn, New York 13021 315 612-0102  
1083 Waterloo-Geneva Road Waterloo, New York 13165 315-539-5067  
www.sencayarc.org

PROSPECTIVE EMPLOYEES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, CREED, GENDER, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL OR VETERAN STATUS OR ANY OTHER LEGALLY PROTECTED STATUS. SENECA CAYUGA ARC IS AN EQUAL OPPORTUNITY EMPLOYER

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

**GENERAL**

LAST NAME FIRST NAME MIDDLE INITIAL SOCIAL SECURITY NUMBER

PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)

HOME TELEPHONE NUMBER

ALTERNATE PHONE NUMBER

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES ? (PROOF WILL BE REQUIRED UPON EMPLOYMENT).  
YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR A FELONY IN ANY JURISDICTION WHICH HAS NOT BEEN ANNULLED, EXPUNGED, OR SEALED BY A COURT, OR HAVE CRIMINAL CHARGES PENDING? YES \_\_\_ NO \_\_\_  
If "YES", GIVE DATE, JURISDICTION, CHARGE, AND DISPOSITION.

HAVE YOU EVER BEEN DISBARRED, EXCLUDED, OR OTHERWISE INELIGIBLE FROM PARTICIPATION IN GOVERNMENT HEALTHCARE PROGRAMS? YES \_\_\_ NO \_\_\_

HAVE YOU EVER WORKED FOR CAYUGA ARC, CTC, SENECA ARC or any other NYSARC Chapter?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, GIVE AGENCY, DATES, POSITION and REASON FOR LEAVING:

ARE YOU CURRENTLY EMPLOYED? YES \_\_\_\_\_ NO \_\_\_\_\_

**POSITION**

POSITION APPLYING FOR:

WERE YOU REFERRED TO THIS AGENCY BY A CURRENT EMPLOYEE? \_\_\_\_\_ IF SO, WHO? \_\_\_\_\_

SALARY REQUIREMENTS:

**AVAILABILITY**

Please indicate work locations that are acceptable: \_\_\_ CAYUGA COUNTY PROGRAMS \_\_\_ SENECA COUNTY PROGRAMS

Please indicate shifts/schedules that are acceptable: \_\_\_ DAYS \_\_\_ EVENINGS \_\_\_ NIGHTS \_\_\_ ROTATING \_\_\_ SPLIT  
\_\_\_ FULL TIME \_\_\_ PART TIME \_\_\_ RELIEF/SUB \_\_\_ TEMPORARY

**MOTOR VEHICLE OPERATOR INFORMATION**

DO YOU HAVE A VALID DRIVERS LICENSE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, ISSUED BY WHAT STATE? \_\_\_\_\_

HAVE YOU EVER HAD YOUR LICENSE SUSPENDED OR REVOKED? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF A MOVING VIOLATION WITHIN THE PAST EIGHT YEARS? \_\_\_\_\_

IF YES, PLEASE EXPLAIN

**EMPLOYMENT HISTORY: Beginning with the most recent, list your last three (3) employers (including military or volunteer experience). Resumes may not be used as a substitute for completing this section, EMPLOYER**

Street Address:

City/State/Zip:

Telephone:

Start Date:

End Date:

Salary:

Title:

Supervisor's Name:

Supervisor's Title:

Reason for leaving:

May we contact for reference?  YES  NO

**EMPLOYER:**

Street Address:

City/State/Zip:

Telephone:

Start Date:

End Date:

Salary:

Title:

Supervisor's Name:

Supervisor's Title:

Reason for leaving:

May we contact for reference?  YES  NO

**EMPLOYER:**

Street Address:

City/State/Zip:

Telephone:

Start Date:

End Date:

Salary:

Title:

Supervisor's Name:

Supervisor's Title:

Reason for leaving:

May we contact for reference?  YES  NO

**PLEASE EXPLAIN ALL GAPS IN EMPLOYMENT:**

**HAVE YOU EVER BEEN:**

Placed on probation or terminated for absenteeism or unsatisfactory attendance?  YES  NO

Disciplined or terminated for unsatisfactory work performance?  YES  NO

Disciplined or terminated for client abuse, insubordination, or violating work rules?  YES  NO

Disciplined or terminated for drug or alcohol related activity in the workplace?  YES  NO

Please explain all ...5% answers

**EDUCATION and TRAINING**

<b>SCHOOL</b>	<b>NAME &amp; ADDRESS</b>	<b>Highest Grade Completed</b>	<b>Did You Graduate?</b>	<b>Degree/Diploma &amp; Major</b>
High School			Y N	
GED				
College or Technical School			Y N	
College or Technical School			Y N	
Graduate School			Y N	
Other (please specify)			Y N	

Please use this space to note any licenses, certifications, special training, skills, achievements or experiences, not covered elsewhere in this application, that you feel are relevant to the position you have applied for.

**REFERENCES: List three individuals, who are not relatives, who have knowledge of your work experience, work performance, education and training, or qualification for employment with Seneca Cayuga ARC.**

<b>NAME:</b>	<b>Occupation:</b>
<b>Address:</b>	<b>Relationship:</b>
<b>Phone:</b>	<b>Years Known:</b>
<b>NAME:</b>	<b>Occupation:</b>
<b>Address:</b>	<b>Relationship:</b>
<b>Phone:</b>	<b>Years Known:</b>
<b>NAME:</b>	<b>Occupation:</b>
<b>Address:</b>	<b>Relationship:</b>
<b>Phone:</b>	<b>Years Known:</b>

**APPLICANT'S AGREEMENT**

I HEREBY AFFIRM THAT THE INFORMATION PROVIDED ON THIS APPLICATION (and accompanying resume, if any) IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND AND AGREE THAT FALSIFIED INFORMATION OR SIGNIFICANT OMISSIONS MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT AND MAY BE CONSIDERED JUSTIFICATION FOR DISMISSAL IF DISCOVERED AT A LATER DATE.

FURTHERMORE, I UNDERSTAND THAT JUST AS I AM FREE TO RESIGN AT ANY TIME, SENECA CAYUGA ARC RESERVES THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITHOUT PRIOR NOTICE. I UNDERSTAND THAT NO REPRESENTATIVE OF SENECA CAYUGA ARC HAS THE AUTHORITY TO MAKE ANY ASSURANCES TO THE CONTRARY.

I GIVE THE EMPLOYER THE RIGHT TO INVESTIGATE ALL REFERENCES, AND TO SECURE ADDITIONAL INFORMATION ABOUT ME IF JOB RELATED. I UNDERSTAND THAT SENECA CAYUGA ARC IS REQUIRED/AUTHORIZED BY NYS LAW TO REQUEST A CHECK OF MY CRIMINAL HISTORY RECORD AND TO REVIEW THE RESULTS OF THE CHECK. I HEREBY RELEASE FROM LIABILITY THE EMPLOYER AND ITS REPRESENTATIVES FOR SEEKING SUCH INFORMATION, AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

SENECA CAYUGA ARC IS AN EQUAL OPPORTUNITY EMPLOYER. THE EMPLOYER DOES NOT DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANTS FROM CONSIDERATION FOR EMPLOYMENT ON ANY BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAWS.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER