

Main Office:  
23 Liberty Street  
Bath, NY 14810  
607.776.8085  
www.catholiccharitiessteuben.org



## APPLICATION FOR EMPLOYMENT

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: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ May we contact you at work?  YES  NO

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? \_\_\_\_\_

If Employee Referral; Name of Employee \_\_\_\_\_

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

*All applicants will be required to complete a Criminal History Disclosure Form (A20) after the initial interview.*

*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 and/or New York State Central Registry check.*

## 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
Job Title		
Immediate Supervisor and Title		
Reason for Leaving		

2.

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

3.

<b>Employer</b>	<b>Telephone Number</b> (      )	<b>Dates Employed</b>
<b>Address</b>	<b>Summarize your job responsibilities</b>	
<b>Job Title</b>		
<b>Immediate Supervisor and Title</b>		
<b>Reason for Leaving</b>		

4.

<b>Employer</b>	<b>Telephone Number</b> (      )	<b>Dates Employed</b>
<b>Address</b>	<b>Summarize your job responsibilities</b>	
<b>Job Title</b>		
<b>Immediate Supervisor and Title</b>		
<b>Reason for Leaving</b>		

Explain any gaps in your employment: \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION AND TRAINING**

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

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 any other human services provider not already identified in your employment history?  YES  NO

If "yes", please explain: \_\_\_\_\_

## REFERENCES

List two personal references who can attest to your character, reputation and personal qualifications, who are not related or have a close relationship to you:

<u>Name</u>	<u>E-Mail or Mailing Address</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

List two professional references who can attest to your quality of work:

<u>Name</u>	<u>E-Mail or Mailing Address</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

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

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## 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  
(A learner permit does not qualify)

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.*

## 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 Steuben 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 Steuben.

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 Steuben 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 \_\_\_\_\_

*Catholic Charities of Steuben is an Equal Opportunity Employer. We do not discriminate on the basis of: race, color, creed, religion, gender, sex, sexual orientation, gender identity and/or expression thereof, national origin, citizenship status, age, disability, political beliefs, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest record, military status or any other legally protected status or category, in accordance with applicable federal, state and local laws governing nondiscrimination in employment. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors*