

Application for Employment



115 East Main Street
Allegany, NY 14706

(Please Print)

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 _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip code

Telephone # () _____ Other # () _____ E-Mail _____

If you are under 18, can you furnish a work permit? Yes No

Have you ever been employed here before Yes No? If yes, give dates and position(s) _____

Date available for work / / What is your desired salary range? \$ _____

Type of employment desired Full Time Part-time Temporary Shift Available 1 2 3

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

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

Answering "Yes" to these 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.

Driver's license number (if driving is an essential job function) _____ State _____

Employment History

Provide the following information of your past four (4) employers starting with the most recent

| From | To | Employer | Telephone# |
|---|----|---|------------|
| Starting/Ending Job Title | | Address | |
| Immediate Supervisor and Title | | Job responsibilities | |
| May we contact for reference? Yes No Later | | | |
| Reason for leaving | | Hourly rate/salary start \$ per final \$ per | |
| From | To | Employer | Telephone# |
| Starting/Ending Job Title | | Address | |
| Immediate Supervisor and Title | | Job responsibilities | |
| May we contact for reference? Yes No Later | | | |
| Reason for leaving | | Hourly rate/salary start \$ per final \$ per | |
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| From | To | Employer | Telephone# |
| Starting/Ending Job Title | | Address | |
| Immediate Supervisor and Title | | Job responsibilities | |
| May we contact for reference? Yes No Later | | | |
| Reason for leaving | | Hourly rate/salary start \$ per final \$ per | |

Skills and Qualifications

Summarize any training skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying _____

Hobbies and Interests**Educational Background (if job related)**

| NAME AND LOCATION | Number of years completed | Did you Graduate? | | Course of Study |
|-------------------|---------------------------------|-------------------|--------|-----------------|
| | | Major | Degree | |
| High School | | | | |
| College | | | | |
| Other | | | | |

| References | Name | Telephone | #Yrs Known |
|------------|------|-----------|------------|
| | | () | |
| | | () | |
| | | () | |

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with St. Elizabeth Motherhouse is true, complete and correct.

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) cancel further consideration of this application, or (ii) immediately discharge me from the Motherhouse's service, whenever it is discovered.

I expressly authorize, without reservation, St. Elizabeth Motherhouse, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employees, 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 Motherhouse, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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

I understand that this application remains current for six months. At the conclusion of that time, if I have not heard from the Motherhouse and still wish to be considered for employment, it will be necessary 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 a two week notice. The employer reserves the same right to terminate my employment at any time, with or without cause and 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 Motherhouse 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 Administrator.

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

Positions at the Motherhouse are such that they generally do not allow for light work.

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 Application Statement.

Signature of Applicant

Date / /