

EDUCATION

NAME AND ADDRESS					
HIGH SCHOOL		GRADE COMPLETED	9 10 11 12 / GED		
ALL COLLEGES OR UNIVERSITIES		YEARS COMPLETED	1 2 3 4	DEGREE	Major Course of Study
VOCATIONAL, TECHNICAL, BUSINESS, MILITARY, GRADUATE SCHOOL				Major Course of Study	
OTHER				Major Course of Study	

EMPLOYMENT HISTORY

List ALL employment for the past ten (10) years or your full employment history if it is less than ten (10) years. List most recent jobs first. Include full and part-time work, self-employment, and military service. If unemployed during that period, list dates of unemployment. Attach additional sheet if necessary.

EMPLOYER		ADDRESS		FROM	TO
POSITION TITLE	SUPERVISOR	TELEPHONE NUMBER	SALARY		
REASON FOR LEAVING		DUTIES PERFORMED			
EMPLOYER		ADDRESS		FROM	TO
POSITION TITLE	SUPERVISOR	TELEPHONE NUMBER	SALARY		
REASON FOR LEAVING		DUTIES PERFORMED			
EMPLOYER		ADDRESS		FROM	TO
POSITION TITLE	SUPERVISOR	TELEPHONE NUMBER	SALARY		
REASON FOR LEAVING		DUTIES PERFORMED			
EMPLOYER		ADDRESS		FROM	TO
POSITION TITLE	SUPERVISOR	TELEPHONE NUMBER	SALARY		
REASON FOR LEAVING		DUTIES PERFORMED			

OTHER RELATED HISTORY/ ACTIVITIES

LIST PROFESSIONAL LICENSES HELD AND WHERE REGISTERED

LIST ANY OTHER SPECIAL TRAINING OR SKILLS YOU HAVE OR ANY COURSES YOU HAVE TAKEN THAT RELATE TO THE TYPE OF SERVICES OUR AGENCY PROVIDES.

LIST GENERAL VOLUNTEER EXPERIENCE

ORGANIZATION	FROM	TO	DUTIES	ADDRESS & PHONE NUMBER

LIST VOLUNTEER EXPERIENCE WITH ORGANIZATION(S) SERVING VULNERABLE INDIVIDUALS AND/OR PERSONS WITH DEVELOPMENTAL DISABILITIES

ORGANIZATION	FROM	TO	DUTIES	ADDRESS & PHONE NUMBER

PERSONAL REFERENCES (May not be a relative)

NAME	MAILING ADDRESS	PHONE NUMBER

CRIMINAL RECORD

HAVE YOU EVER BEEN CONVICTED OF A CRIME (Misdemeanor or Felony) in any jurisdiction? YES NO

IF YES PLEASE DESCRIBE FULLY THE CRIMINAL CONVICTION(S), LISTING THE NATURE AND DATE OF THE OFFENSE(S) AND YOUR REHABILITATION SINCE THE CONVICTION(S). _____

DO YOU HAVE ANY PENDING CRIMINAL CHARGE (S)? YES NO

IF YES, PLEASE DESCRIBE FULLY THE CRIMINAL CHARGE(S), LISTING THE NATURE OF THE OFFENSE(S) _____

NOTE: This question does not apply to convictions which have been expunged, sealed, pardoned, or otherwise exonerated or eradicated, or relate to a youthful offender conviction or violation. The agency will not consider prior arrests which did not result in a conviction. A conviction record will not necessarily be a bar to employment. A conviction which is substantially related to the functions or qualifications of the position(s) for which you are applying may be taken into consideration.

If there has been a change in the status of a pending criminal matter you have listed in the application, you are responsible for providing the Agency with a written update so as to assure we have current information on file.

Arc of Westchester will check all applicant records prior to hire for criminal convictions, and pending charges. Please be advised that you will need to provide information, statements and fingerprints according to the requirements of the Arc of Westchester and OPWDD in order for a criminal background check to be conducted through DCJS. Also, you will have the right to obtain, review and seek correction of any information received in response to the criminal background check conducted by DCJS.

Applicant Understanding and Agreements

Arc of Westchester may conduct investigations, including but not limited to those relating to prior education, employment history, volunteer experience, record of convictions, pending trial status, and driving record. I understand that it is the policy of Arc of Westchester to endeavor to provide the maximum protection and safety for persons receiving services from the agency and I will need to provide information, statements, and fingerprints pursuant of the chapter requirements and State regulations in order for a criminal background check to be conducted. It is the policy of NYS that upon completion of the criminal background check, I will be informed of the procedures necessary to obtain, review, and seek correction of my criminal history, and history of abuse/neglect record. Arc of Westchester will also investigate whether applicants are on the Office of the Inspector General List of Excluded Individuals and Entities or the General Services Administration Excluded Party List System, Office of Foreign Assets Control, NJ Debar list, NY Office of Medicaid Inspector General, Staff Exclusion List of the Justice Center and as appropriate, the State Central Registry of Child Abuse and Maltreatment and OPWDD's MHL16.34 Abuse/ Neglect History Check.

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I have read and fully understand the questions asked in this application and have disclosed all information that is relevant and should be considered applicable to my candidacy for employment. _____ Initials

I understand employment with Arc of Westchester is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States. _____ Initials

I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (the employer or me) without prior notice to the other, unless otherwise prohibited by law. _____ Initials

I understand that neither this application nor any other representation, whether oral or written, by any representative or agent of Arc of Westchester at any time, can constitute an implied or expressed contract of employment. I further understand no representative or agent of Arc of Westchester has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the Executive Director and/or the Director of Human Resources or his/her authorized representative. _____ Initials

I certify that I have provided truthful and complete responses to all inquires in the application or interview(s) and understand that the discovery of any false, misleading information and/or the failure to provide information will result in the immediate rejection of my application or, if I am hired, may result in my immediate termination from employment. _____ Initials

I give Arc of Westchester, and its affiliates permission to verify all information provided on the application or in the interview(s), including the inquiry concerning criminal conviction(s), as well as contacting any and all of my previous employers and references and authorize them to provide all information requested of them by Arc of Westchester. I release Arc of Westchester, my former employers and others providing information from all liability whatsoever resulting from the disclosure of such information. _____ Initials

I understand that Arc of Westchester may utilize the services of a consumer reporting agency, as part of the procedure for processing my application for employment. I also understand if my application for employment is granted, Arc of Westchester may obtain further information through subsequent investigations by a consumer reporting agency so as to update, renew or extend my employment. Upon request, I will be informed whether a report was requested from a consumer reporting agency and provided with the name and address of the consumer reporting agency; I understand a consumer reporting agency's investigation may include obtaining information regarding my credit background, references, character, past employment, work habits, education, general reputation, personal characteristics, mode of living, judgments, liens, and criminal conviction record consistent with federal and state law; I understand such information may be obtained by direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge; I also understand that before the agency takes any adverse action, in whole or part, on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the Federal Fair Credit Reporting Act; I understand if I disagree with the accuracy of any information in the report, I must notify Arc of Westchester within five business days of my receipt of the report that I am challenging the accuracy of the information with the Consumer Reporting Agency. I hereby consent to this investigation and authorize Arc of Westchester to procure reports on my background as stated above from a consumer reporting agency. _____ Initials

I understand that if I leave employment prior to the conclusion of a pending investigation related to my work in the organization, the investigation will continue until it is completed and a finding is made. _____ Initials

To the best of my knowledge, the information provided above regarding criminal convictions and pending charges for misdemeanor or felony in any jurisdiction and all of the other information provided by myself in the application is truthful. _____ Initials

Note: An offer of employment is conditioned upon complying with Arc of Westchester's requirements including, but not limited to signing a Consent to Conduct Investigation.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____ Date: _____

