



# Application for Employment

Please Print

Position applied for: \_\_\_\_\_ Date of Application: \_\_\_/\_\_\_/\_\_\_

How did you learn about this position?

- Advertisement in \_\_\_\_\_
- Internet \_\_\_\_\_
- Employee \_\_\_\_\_
- Friend/Relative \_\_\_\_\_
- Walk In \_\_\_\_\_
- Other \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Street City State Zip Code

Telephone # ( ) \_\_\_\_\_ Alternate # ( ) \_\_\_\_\_

Best time to contact you: \_\_\_\_\_:\_\_\_\_\_ am/pm

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

Have you ever been employed with Onondaga Community Living?  
 Yes  No If yes, when ? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No  
(Proof of citizenship or immigration status will be required upon employment).

Type of employment desired:  Full Time  Part Time  Temporary  Relief  
 Days  Evenings  Weekends  Overnight

Date you are available to begin work? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any pending criminal charges against you? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been discharged, terminated or asked to resign from prior employment or resigned from prior employment to avoid possible disciplinary action? Yes \_\_\_\_\_ No \_\_\_\_\_

**EDUCATION:** Proof of education/degree will be required upon hire.

	Name and Location	Years Completed	Did You Graduate?	Course Of Study
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

**SPECIAL TRAINING:**

Medication Certification:                      When was course taken? \_\_\_\_\_

First Aid Certification:                         When was course taken? \_\_\_\_\_

CPR Training:                                      When was course taken? \_\_\_\_\_

Summarize any training, skills, licenses, languages, and/or certificates that may relate to the position for which you are applying.

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



## PROFESSIONAL REFERENCES:

List 3 persons, acquainted with your training, experience and qualifications.

	<u>Name</u>	<u>Address</u>	<u>Company/Title</u>	<u>Telephone #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

## Applicant Statement:

I certify the above information is true and correct. If employed, I understand that any false or misleading information given in my application or interview(s) may result in termination of employment.

I give Onondaga Community Living the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability any previous employer for any damage resulting from issuing this information.

I understand and acknowledge that, unless defined by applicable law, any employment relationship with Onondaga Community Living is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause.

As per NYS OMRDD regulations, I understand that I will be required to submit to a Criminal History Records Check (fingerprint process) performed by the FBI as well as NYS Division of Criminal Justice Services. I will also be required to submit to the Employee, Contractor, Exclusions Screening performed by the New York State Department of Health (AIG Office). In addition I will be required to submit to a Department of Motor Vehicles background check when driving is an essential function of the position in which I am applying. These checks will determine my eligibility for employment based upon an ongoing review of my criminal history.

The receipt of this application does not constitute an agreement or contract for employment, but only that the applicant will be given consideration should a suitable vacancy occur.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Onondaga Community Living seeks to hire people who are concerned and dedicated to the mission of empowering and supporting people with developmental disabilities.

## Our Mission

Onondaga Community Living's mission is to empower and individually support people with developmental disabilities in their efforts to live full lives as integral, respected members of the community.

We achieve this by:

- ✎ Listening to and focusing on each individual
  
- ✎ Helping each individual build positive relationships with others.
  
- ✎ Supporting each individual's effort to achieve personal fulfillment.
  
- ✎ Exploring and developing ways to support each individual in his or her personal pursuits.