

BRONXWORKS
Application for Employment

PLEASE PRINT:

Position(s) applied for _____ Date of application ____/____/____

Referral Source Advertisement Employee Relative Government Employment Agency

Walk-in Private Employment Agency

Other Name of Source, such as Internet Job Board (if applicable) _____

Name _____

Last First Middle

Address _____

Street City State Zip Code

Telephone Number (____) _____ - _____ Social Security Number (last 4 digits only) _____

If necessary, best time to call you at home is :_____am/pm

May we contact you at work? Yes No

If yes, work number and best time to call (____) _____ - _____ :_____am/pm

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

Have you filed an application here before? Yes No

If yes, give date /_____ /_____

Have you ever been employed here before? Yes No

If yes, give date /_____ /_____

Are you legally eligible for employment in this country? Yes No

(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work /_____ /_____

Type of Employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you on lay-off and subject to recall? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No

Have you ever been convicted of a crime, either misdemeanor or felony? (Note: such conviction Yes No may be relevant if job related, but does not bar you from employment and will be kept confidential).

If yes, explain: _____

Driver's license number (if required by job) _____ State _____

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Auxiliary aids/services available on request to individuals with disabilities.

Educational Background

A. List last three (3) schools attended, starting with last one. B. List number of years completed. C. Indicate degree/diploma earned, if any. D. Grade Point Average or Class Rank and E. major and minor field of study (if applicable).

| A. School | B. No. of Years Completed | C. Degree/ Diploma | D. GPA Class Rank | E. Major | E. Minor |
|-----------|---------------------------|--------------------|-------------------|----------|----------|
| | | | | | |
| | | | | | |
| | | | | | |

List any foreign language(s) and check the box that best describes your skill level.

| Language | Read and Write | Read and Speak | Read only | Speak only |
|----------|----------------|----------------|-----------|------------|
| | | | | |
| | | | | |
| | | | | |

References

List name and telephone number of three business/work references, preferably your immediate supervisor(s) from your last three employers. If not applicable or insufficient work history, you may list school references who are NOT related to you.

| Name | Telephone | Years Known | Relationship |
|------|-----------|-------------|--------------|
| | () - | | |
| | () - | | |
| | () - | | |

List professional, trade, business, or civic associations and any offices held. (Exclude those which would reveal sex, race, creed, marital status, sexual orientation, citizenship status, religion, national origin, age, color, disability or other protected status).

| Organization | Offices Held |
|--------------|--------------|
| | |
| | |
| | |

List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, creed, religion, national origin, sexual orientation, age, color, disability, marital status, citizens status, or other protected status).

List any additional information you would like us to consider.

Employment History

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

| | | | | | | |
|--|------------------------------|--|---------------------------------------|--------------------|-----|--|
| Employer | | Telephone () - | | Dates Employed | | Summarize the nature of the work performed and job responsibilities. |
| | | Fax () - | | From | To | |
| Address | | | | | | |
| Email address (please include or provide later): | | | | | | |
| Job Title | | | | Hourly Rate/Salary | | |
| | | | | Starting | | |
| | | | | \$ | Per | |
| Immediate Supervisor and Title | | | | Final | | |
| | | | | \$ | Per | |
| Reason for Leaving | | | | | | |
| May we contact for reference? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (Why not?) | <input type="checkbox"/> Later (Why?) | | | |
| Employer | | Telephone () - | | Dates Employed | | Summarize the nature of the work performed and job responsibilities. |
| | | Fax () - | | From | To | |
| Address | | | | | | |
| Email address (please include or provide later): | | | | | | |
| Job Title | | | | Hourly Rate/Salary | | |
| | | | | Starting | | |
| | | | | \$ | Per | |
| Immediate Supervisor and Title | | | | Final | | |
| | | | | \$ | Per | |
| Reason for Leaving | | | | | | |
| May we contact for reference? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (Why not?) | <input type="checkbox"/> Later (Why?) | | | |

| | | | | |
|--|------------------------------|--|---------------------------------------|--|
| Employer | Telephone () - Fax () - | Dates Employed | | Summarize the nature of the work performed and job responsibilities. |
| Address | | From | To | |
| Email address (please include or provide later): | | | | |
| Job Title | | Hourly Rate/Salary | | |
| | | Starting | | |
| | | \$ | Per | |
| Immediate Supervisor and Title | | Final | | |
| | | \$ | Per | |
| Reason for Leaving | | | | |
| May we contact for reference? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (Why not?) | <input type="checkbox"/> Later (Why?) | |

Comments (including explanation of any gaps in employment).

Skills and Qualifications (Please write in complete sentences. Use separate sheet of paper if necessary). Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with BronxWorks.

Please state career goal(s) and how employment with BronxWorks will assist you in attaining them.

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PLEASE READ BOTH STATEMENTS CAREFULLY AND SIGN

APPLICANT CERTIFICATION OF INFORMATION

I certify that all the statements herein are true and understand that any falsification and/or willful omission by me in this application will be sufficient cause for dismissal or refusal of employment. Furthermore, I understand that just as I am free to resign at any time, BronxWorks reserves the right to terminate my employment at any time, with or without cause or without prior notice. I understand that no representative of BronxWorks has the authority to make any assurances to the contrary.

I give BronxWorks the right to investigate all references, to conduct background checks and to secure additional information about me, if job related. I hereby release BronxWorks and its representatives from liability, including but not limited to claims alleging retaliation or defamation, for seeking and using such information and all other persons, corporations or organizations for furnishing such information.

Upon obtaining employment with BronxWorks, I authorize BronxWorks to provide information regarding my employment with the agency, including, but not limited to title, dates of employment, salary, and all other necessary references to those individuals, corporations, banks, or organizations seeking such information at my request and I release BronxWorks from all liability for damage in providing this information.

BronxWorks is an Equal Opportunity Employer/Affirmative Action Employer. BronxWorks does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from BronxWorks and still wish to be considered for employment, it will be necessary to complete a new application.

Signature of Applicant _____

Date ____/____/____

APPLICANT CONSENT TO REFERENCE CHECKING

We want you to know that BronxWorks, Inc. will be checking your references as part of our hiring process. This may include contacting your former employers as well as friends, acquaintances, business associates and academic institutions. We may ask a series of questions about your professional and personal background, work experience, character, education and personality.

After reading this policy, please indicate your agreement by signing it in the space provided:

I have read and fully understand the foregoing and voluntarily consent to allow BronxWorks, Inc., or any of its officers, employees or agents, to check my references by contacting any person whom they deem to be an appropriate reference. Questions may be asked about my personal background, work experience, personality, work habits and education.

Signature of Applicant _____

Date ____/____/____