

# APPLICATION FOR EMPLOYMENT

Position Desired: \_\_\_\_\_ [ ] Part time [ ] Full time Date \_\_\_\_\_

Name (Print) \_\_\_\_\_  
 Last First Middle

Present Address \_\_\_\_\_  
 Street and Number City State Zip Code  
 How long have you lived there? \_\_\_\_\_  
 Years Months

Previous Address \_\_\_\_\_  
 Street and Number City State Zip Code  
 How long did you live there? \_\_\_\_\_  
 Years Months

E-mail Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

## RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. Include part-time, seasonal and all other employment. If self-employed, give company name and supply business references. If you need more space, use a separate sheet of paper. **Do not** write "see resume" in lieu of fully answering each question.

Present or Last Employer Address City, State, Zip Code Telephone	<u>Employed From</u> (mo/yr) To (mo/yr)	<u>Pay</u> \$ Start \$ Final	<u>Your Title or Position</u> Name and Title of <u>Last Supervisor</u>	<u>Exact Reason for Leaving</u>
Present or Last Employer Address City, State, Zip Code Telephone	<u>Employed From</u> (mo/yr) To (mo/yr)	<u>Pay</u> \$ Start \$ Final	<u>Your Title or Position</u> Name and Title of <u>Last Supervisor</u>	<u>Exact Reason for Leaving</u>
Present or Last Employer Address City, State, Zip Code Telephone	<u>Employed From</u> (mo/yr) To (mo/yr)	<u>Pay</u> \$ Start \$ Final	<u>Your Title or Position</u> Name and Title of Last Supervisor	<u>Exact Reason for Leaving</u>
Present or Last Employer Address City, State, Zip Code Telephone	<u>Employed From</u> (mo/yr) To (mo/yr)	<u>Pay</u> \$ Start \$ Final	<u>Your Title or Position</u> Name and Title of <u>Last Supervisor</u>	<u>Exact Reason for Leaving</u>
Present or Last Employer Address City, State, Zip Code Telephone	<u>Employed From</u> (mo/yr) To (mo/yr)	<u>Pay</u> \$ Start \$ Final	<u>Your Title or Position</u> Name and Title of <u>Last Supervisor</u>	<u>Exact Reason for Leaving</u>

Have you ever worked for this Company? ☐ Yes ☐ No

If Yes, please give dates and position: \_\_\_\_\_

Have you ever been terminated or asked to resign from any job? ☐ Yes ☐ No

If Yes, please explain circumstances: \_\_\_\_\_

Please explain fully any gaps in your employment history: \_\_\_\_\_

May we contact your current employer? ☐ Yes ☐ No. If No, please explain: \_\_\_\_\_

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying. \_\_\_\_\_

Do you have any commitments, including but not limited to a non-compete or non-solicitation or confidentiality agreement with any current or former employer, which may affect or restrict your potential employment or ability to perform the duties for which you are applying?

☐ Yes ☐ No. If Yes, please explain: \_\_\_\_\_

Have you ever used another name? ☐ Yes ☐ No. Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain: \_\_\_\_\_

Can you supply proof of eligibility to work in the United States? ☐ Yes ☐ No

If hired, can you furnish proof that you are 18 years of age or older? ☐ Yes ☐ No

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? ☐ Yes ☐ No

Do you have adequate transportation to and from work? ☐ Yes ☐ No

## EDUCATION

School Name	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
Elementary:	4 5 6 7 8			
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade or Correspondence:				
Other:				

## IMPORTANT INSTRUCTIONS TO ALL APPLICANTS FOR ANSWERING THE NEXT TWO CRIMINAL BACKGROUND QUESTIONS

1. All Applicants: Do not include minor traffic citations. Do not include arrests or convictions that were sealed, eradicated, erased, annulled, or restricted by a court, or expunged, or convictions that resulted in referral to a diversion program.
2. California Applicants: Do not include misdemeanor marijuana-related convictions that are more than two (2) years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.
3. City of Philadelphia Applicants: Do not respond to either of the questions below regarding criminal history. During the hiring process, a pre-employment background check will be conducted in accordance with applicable federal, state, and local law.
4. Connecticut Applicants: Do not disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure pursuant to section 46b-146, 54-76o or 54-142a of the Connecticut General Statutes are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased pursuant to section 46b-146, 54-76o or 54-142a of the Connecticut General Statutes shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.
5. District of Columbia Applicants: Do not include misdemeanor or felony convictions over 10 years old.
6. Hawaii Applicants: Do not respond to either of the questions below regarding criminal history. During the hiring process, a pre-employment background check will be conducted in accordance with applicable federal and state law.
7. Massachusetts Applicants: Do not respond to either of the questions below regarding criminal history. During the hiring process, a pre-employment background check will be conducted in accordance with applicable federal and state law.
8. New York Applicants: All pending or criminal accusations must be disclosed. You are not, however, to disclose arrests or criminal accusations that resulted in criminal actions or proceedings which were terminated in your favor, or criminal actions or proceedings that were sealed or classified as youthful offender adjudications. Moreover, the Company will only take into account those factors enumerated in Article 23-A of the New York Corrections Law concerning a previous criminal conviction. An ex-offender who is denied employment may, upon written request, receive a statement of the reason(s) for denial within thirty (30) days of the applicant's request for such information.
9. New Hampshire Applicants: Answer only the following question, "Have you ever been arrested for or convicted of a crime that has not been annulled?"
10. Pennsylvania Applicants: Felony and misdemeanor convictions will be considered to the extent that they relate to the applicants' suitability for employment in the position for which he has applied. The Company will notify you in writing if a decision not to hire is based in whole or in part on criminal history information.
16. Rhode Island Applicants: Do not respond to the second question.
17. Utah Applicants: Do not include any misdemeanor convictions in response to the first question. Do not respond to the second question.
18. Washington Applicants: Do not include misdemeanor or felony arrests or convictions over 10 years old.
19. Wisconsin Applicants: The Company will only consider those convictions and/or pending charges that substantially relate to the circumstances of the job to which you have applied.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? ☐ Yes ☐ No

Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial?  
☐ Yes ☐ No

**(NOTE: Answering "yes" to these questions does not constitute an automatic bar to employment. The Company will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by state, local, or federal law.)**

CRIMINAL OFFENSES ONLY: If you answered Yes to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered. \_\_\_\_\_

Have you ever been a defendant in a civil suit on an intentional tort? [ ] Yes [ ] No

If Yes, please provide the date(s) and details so that individual circumstances can be considered: \_\_\_\_\_

## PERSONAL REFERENCES

Please list people who know you well -- **not** previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

## APPLICANT CERTIFICATIONS AND UNDERSTANDING

By my signature below, I acknowledge and certify the following:

I understand that the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, disability, genetic information, or any other protected status in accordance with all applicable federal, state and local laws. I further understand and have been advised that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a polygraph examination or similar test. An employer who violates this law shall be subject to criminal penalties and civil liability.

I understand that if I fail to provide full and complete responses to each inquiry on this application (except those for which I am specifically directed not to answer), I may be disqualified from hiring consideration;

I understand that this application will be considered "active" for a maximum of thirty days and that if I want to be considered for employment after that time, I must reapply;

I acknowledge that I received a separate written notification that the Hospital may obtain a Consumer Report on me for use in connection with my application for employment and, if hired, my employment with the Hospital, and I specifically authorize the Hospital to obtain this Report;

**I hereby certify that the information given by me on this application and during the interview process is true and complete in all respects, and I understand that if the information is found to be false, misleading, incomplete, or unsatisfactory in any respect I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired;**

**I UNDERSTAND THAT IF HIRED I WILL BE EMPLOYED AT-WILL, WHICH MEANS THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITHOUT CAUSE OR NOTICE AND THAT THE COMPANY HAS A SIMILAR RIGHT AND THAT NO MANAGEMENT LEVEL EMPLOYEE HAS MADE ANY STATEMENTS OR REPRESENTATIONS TO ME WHICH ARE CONTRARY TO OR CONTRADICT EMPLOYMENT AT-WILL STATUS.**

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT**

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

\_\_\_\_\_  
Date

## **New York Corrections Law Article 23-A**

#### **§750. Definitions.**

For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

#### **§751. Applicability.**

The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

#### **§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.**

No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

#### **§753. Factors to be considered concerning a previous criminal conviction; presumption.**

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

#### **§754. Written statement upon denial of license or employment.**

At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

#### **§755. Enforcement.**

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.