



Employment Application

APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address	<input type="checkbox"/>					
How did you hear about us?				Are you seeking Part time/full time			Desired Salary			
Position Applied for										
Are you a citizen of the United States?	YES	NO	If no, are you authorized to work in the U.S.?				YES	NO		
Have you ever been employed by us before?	YES	NO	If so, when?							
Do you have relatives who work/or have worked in the past at the Honors Haven?	YES	NO	If so, who?							
Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation?	YES	NO	<input type="checkbox"/> If no, explain <input type="checkbox"/>							
Have you ever been convicted of a criminal offense, felony or misdemeanor? Note: An affirmative answer will not necessarily result in disqualification for employment:	YES	NO	If yes, explain							

EDUCATION

High School				Address	<input type="checkbox"/>					
From		To		Did you graduate?	YES	NO	Degree			
College				Address						
From		To		Did you graduate?	YES	NO	Degree			
Other				Address						
From		To		Did you graduate?	YES	NO	Degree			

REFERENCES

Please list three PROFESSIONAL references (not related to you)

Full Name				Relationship						
Company				Phone	()					
Full Name				Relationship						
Company				Phone	()					
Full Name				Relationship						
Company				Phone	()					

PREVIOUS EMPLOYMENT

Company					Phone	()			
Address					Supervisor				
Job Title				Starting Salary	\$			Ending Salary	\$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES	NO				
Company					Phone	()			
Address					Supervisor				
Job Title				Starting Salary	\$			Ending Salary	\$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES	NO				
Company					Phone	()			
Address					Supervisor				
Job Title				Starting Salary	\$			Ending Salary	\$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES	NO				
MILITARY SERVICE									
Branch					From		To		
Rank at Discharge					Type of Discharge				
If other than honorable, explain									
DISCLAIMER AND SIGNATURE									
I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith									
I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations, to investigators, personnel staff, and other authorized employees of New York State government for employment purposes. This consent shall continue to be effective during my employment if I am hired.									
Signature					Date				