100 Groton Parkway Rochester, NY 14623
Phone: 585-359-3710 Fax: 585-359-3722
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Email: Employment@holychildhood.org

Employment Application

Position Title: _____ **Application Date:** _____

Personal Information			
Last Name:	First Name:	Middle Initial:	**Contact Information** Phone Number:
Address:			Email Address:
Tentative start date:		Tentative notice timeframe:	
Are you legally authorized to work in the United States?		Yes: ☐	No: ☐

Referral Information		
Have you had previous work / volunteer experience with Holy Childhood?	Yes: ☐	No: ☐
If yes, please provide details of your previous experience including any position titles, volunteer description and dates occurred:		
Were you referred by or recommended by an employee at Holy Childhood?	Yes: ☐ No: ☐	If yes, please provide their name and title:
Please describe how you heard about Holy Childhood:		

Please indicate how you learned about our posting:

Holy Childhood Website: ☐ Facebook: ☐ LinkedIn: ☐ Internet Posting: ☐ Other: ☐

If other, please detail:

Education

Please indicate your highest degree of education earned:

High School/GED: ☐	Associates: ☐	Bachelors: ☐	Masters: ☐	Doctrine: ☐

Please provide the following regarding your educational experience

School Name:	Major: (If applicable)	Years attended:	Date Completed:

Professional training, experience, licenses, and certifications:

Please list any applicable licenses or certifications necessary for your position if applicable

License/Certification:	License/Certification #:	Issuing Agency:	Issue date:	Expiration date:

Please list any professional, trade, business, or civic organization memberships that are relevant to the position you are applying for:

Employment History

Please provide your recent employment history, including your current employer, with at least two prior employers or up to ten years of employment history. A resume will not be accepted as a substitute for employment history information.

1	Name of Employer:		Phone Number:	
	Address:		Dates Employed: (Format MM/YY)	
			Start:	End:
	Supervisor's name:		Reason for leaving:	
	Position Title:			
2	Name of Employer:		Phone Number:	
	Address:		Dates Employed: (Format MM/YY)	
			Start:	End:
	Supervisor's name:		Reason for leaving:	
	Position Title:			
3	Name of Employer:		Phone Number:	
	Address:		Dates Employed: (Format MM/YY)	
			Start:	End:
	Supervisor's name:		Reason for leaving:	
	Position Title:			

Professional References

Please be advised that contact with previous employers may be required for the application of your desired position. We reserve the right contact with current and previous employers. However, if this is not required for your desired position, we will make best efforts to accommodate your request. If you request us not to contact current or previous employers, please indicate your request by checking the reference you do not want us to contact and provide a reason below.

Do not contact:	1: ☐	2: ☐	3: ☐

Reason for no contact:

Please list your individual references below:

Name:	Title:	Relationship:	Phone Number:

Background Information

Responses to the questions below are required of all applicants as a part of the OPWDD, OMIG and NYSED background check process as applicable to the desired role of the applicant. Your answers to the following questions are a factor to your employment only as applicable to the positional requirements of the role identified, under the appropriate governance and exclusions regulated as applied to the agency. Your answers alone do not exclude you from consideration for the position and will be evaluated in terms of nature, severity, and date of offense.

Have you ever been convicted of a state or federal crime, violation, citation, or offense? *Do not respond "Yes" if the action has been adjourned in contemplation of dismissal (without revocation), or if the conviction has been judicially annulled, expunged, sealed, juvenile or youthful offender status has been granted by the court, or has resulted in a nolle prosequi dismissal. Do not disclose New York State convictions that are sealed pursuant to the New York State Clean Slate Act, which seals certain New York State convictions after a specific period of time passes. Information about the NYS Clean Slate Act, and the sealing process, can be found by contacting the NYS Office of Court Administration. Traffic offense(s) such as speeding tickets also do not need to be disclosed.*	Yes: ☐	No: ☐
If yes, describe all convictions:		
Do you have any arrest(s) and/or criminal charge(s) currently pending against you that have not been resolved or disposed of in your favor? *Traffic offense(s) such as speeding tickets do not need to be disclosed. Do not respond "Yes" for any action which has been adjourned in contemplation of dismissal (without revocation).*	Yes: ☐	No: ☐
If yes, describe all pending criminal charges:		
Have you been convicted of a Motor Vehicle Violation, including, but not limited to, alcohol and drug-related offenses in the past 3 years? *Do not respond to this question if the position you are applying for does not have a requirement to provide driver or transportations services. Note that all positions within Holy Childhood's Adult services program have a driving requirement associated with the position.*	Yes: ☐	No: ☐
If yes, describe all convictions and indicate any suspension, revocation, or occurrence involving harm to human beings or property while driving:		
Have you ever received substantiated allegations of abuse, neglect, or maltreatment while working at a human services agency, OPWDD provider, or educational facility? *This question specifically applies only to applicants applying to positions within our Adult services program. Please skip this question and do not provide a response if you are applying for any position other than a position within the Adult services program at our agency.*	Yes: ☐	No: ☐
Are you currently the subject of any pending allegations of abuse, neglect, or maltreatment while working at a human services agency, OPWDD provider, or educational facility? *This question specifically applies only to applicants applying for positions within our Adult services program. Please skip this question and do not provide a response if you are applying for any position other than a position within the Adult services program at our agency.*	Yes: ☐	No: ☐

Applicant Attestation

As an applicant of Holy Childhood, I affirm and attest the information provided in this Application for Employment is true, correct, and complete. If employed, any false statement or omission of fact on this Application may result in my immediate dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me for a definite period and my employment may be terminated any time without notice.

I understand, in compliance with the Fair Credit Reporting Act under Public Law 91-508, if the agency decides to engage an investigative consumer reporting agency to report on my personal history, I authorize you to do so. If a report is obtained the agency, upon receiving a written request, will provide the name and address of the reporting agency so I may obtain from them the nature and substance of the information contained in the report.

Holy Childhood has my permission to verify information supplied on my application for employment, including contacting previous employers and school personnel.

I understand that my position may require the agency to perform a background investigation including and not limited investigations required for criminal history, staff exclusion, Medicaid exclusion, and the state central register. Holy Childhood has my permission to perform such requests as required.

I understand that employer and/or personal references are released from any claim in connection with such disclosure.

SIGNATURE: DATE:

The Rochester School of the Holy Childhood adheres to and complies with all applicable Equal Employment Opportunity (EEO) laws and regulations. Applicants will receive consideration for positions without regard to race, color, religion, age, gender (except where gender is a Bonafide occupational qualification), sexual orientation, marital status, criminal history and disability or veteran status.