

OFFICE USE ONLY:

P.O. Box 393, Endicott, NY 13761
Employment Application

Position(s) you are seeking: _____

How did you learn about this position? _____

Name _____
Last First Middle

Address _____
Number & Street (Apt.) City State Zip

Phone # _____
Home Cell

Have you ever filed an application with Rise or SOS Shelter, Inc. before? Yes No
If yes, please give date. _____

Do any of your friends or relatives work at Rise? Yes No

Have you ever been employed with Rise or SOS Shelter, Inc. before? Yes No
If yes, give date and position. _____

Are you at least 18 years of age? Yes No

Are you eligible for employment in the US? Yes No

Are you currently employed? Yes No

If yes, may we contact your employer? Yes No

Are you currently on lay – off status and subject to recall? Yes No

Have you ever been convicted of a crime? Yes No
If yes, please give date and reason for conviction: (All positions are subject to criminal background checks).

Macintosh HD:Users:peterhoffman:Downloads:Employment APPLICATION - Rise.docm

Are you capable of performing, with or without reasonable accommodation, the essential duties of the job for which you are applying? (Do not answer unless you have read the job description) Yes No

Date you are available to work: _____

What is your desired pay? _____

Please check your availability to work:

Regular Full-Time _____ Regular Part-Time at _____ hours/week

Mornings ____ Afternoons ____ Nights ____ Weekends ____ Sundays ____

Do you have a valid driver's license? Yes No

State that issued Drivers License and ID Number _____

Do you have a reliable vehicle available for travel? Yes No

EDUCATION AND TRAINING

School	Name	Course / Study	Years Attend	Diploma/Degree

Please state any additional information and skills you feel may be helpful to us in considering your application: _____

WORK EXPERIENCE – Complete this section even if you are attaching a resume

Begin with your current or last job. Include any job related volunteer activities or military service. You may exclude any organizations that indicate, race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Date Employed	Hourly/Salary	Job Title	Reason for Leaving

PROFESSIONAL REFERENCES – Please do not include family members.

Employer	Address & Telephone	Occupation

Applicant’s Certification – Please read this carefully before signing the application.

Rise is an equal opportunity employer and will consider applicants for all positions without regard to race, age, color, religion, marital status, national origin, disability, veteran status or any other legally protected status.

No applicant will be rejected as a result of any impairment, which with reasonable accommodation, does not prevent performance of the work.

Rise will not tolerate sexual harassment or harassment on the basis of any protected class status in the workplace.

I understand that, if selected, I will be required to provide proof of my identity and legal right to work in the United States prior to actual employment at Rise.

I certify that I have answered truthfully and have not knowingly withheld information relative to my application. I understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that become known to Rise may result in immediate termination of my employment.

I hereby authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give Rise representatives any and all information regarding me and my previous employment. I release Rise and all previous employers and supervisors from liability for any damages that may result from furnishing information to Rise. In consideration of my employment, I agree to adhere to all existing and future instructions, rules and policies of Rise. I also understand that Rise reserves the right to change wages, hours and working conditions as deemed necessary and that no representative of Rise has any authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing.

I understand that all employees of Rise, with respect to length of employment are considered to be “at will”. This means that I may terminate my employment with Rise at any time without notice, without liability, for any extended period. Similarly, Rise may

terminate my employment with Rise at any time without notice, without liability, for any extended period. There is no guaranteed length of employment for any employee. Similarly, any representation by any agent or employee of Rise to the contrary is not authorized or binding upon Rise unless in writing and signed by the Executive Director of Rise.

I have read and received the above certification statements and other information provided on the four page application.

Applicant's Signature: _____

Date: _____