

Employment Application

Camphill Ghent, Inc. fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, genetic information, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans with Disabilities Act and applicable state laws, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal and State employment laws and the information requested on this application will only be used for purposes consistent with those laws.

POSITION APPLIED FOR: _____ DATE: _____

PERSONAL DATA

Salary expectations: _____

Name: _____
Last First Middle

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Are you 18 years of age or older? Yes No

Are there any days, shifts or hours you will not work? Yes No

If yes, please explain: _____

Will you work overtime, if required? Yes No

When will you be able to start work? _____

Have you ever been convicted of a crime of any nature? ___ Yes ___ No

Note: Answering "yes" does not automatically exclude you from further consideration for the position. All successful applicants must complete a criminal background check with the New York State Department of Health.

If yes, please provide details: _____

How did you learn of Camphill Ghent? _____

If referral, who were you referred by? _____

Have you ever applied or worked at Camphill Ghent before? ___ Yes ___ No

If yes, provide dates: _____

Are you legally authorized to work in the United States? ___ Yes ___ No

Note: The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

DRIVING RECORD (Answer only if driving is a requirement of the job for which you are applying).

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

State: _____ License No: _____

Have you had any tickets? ___ Yes ___ No

If yes, please explain:

EDUCATION

Our organization is interested in your educational, practical and personal development. Please provide details of all relevant training.

Name, City and State of Educational Institution	Graduated		If no, Degree Credits Earned	Type of Degree Received or Expected	Major	Minor
	Yes	No				
High School						
College or University						
Technical/GED						
Licenses/ Certification/Other Training						

EMPLOYMENT HISTORY

Please complete for all full-time or part-time employment beginning with most recent employer. You may include as part of your employment history any verified work performed on a volunteer basis. All applicants should start with their most recent job, include active military assignments and voluntary employment and provide ten (10) years of history. You must explain any gaps in your employment history. (You may wish to attach a resume.)

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: ___ Yes ___ No

Dates Employed: From: _____ To: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Company Name: _____ Telephone: _____
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Dates Employed: From: _____ To: _____
State job titles and describe job duties: _____
Reason for leaving: _____

Please explain any gaps in your employment history: _____

Have you ever been discharged or forced to resign? ___ Yes ___ No

If yes, explain: _____

Have you signed any non-competition or non-solicitation agreement with any other employer that might restrict you from working for Camphill Ghent (you may be required to furnish a copy of the agreement)? ___ Yes ___ No

If yes, please explain: _____

REFERENCES (Please list three persons not related to you who know your qualifications.)

NAME	ADDRESS	PHONE	RELATIONSHIP



MILITARY (Complete only if you served in the military.)

Branch of Service: _____ Number of Years /Months of Service: ____

Rank at Discharge: _____ Date of Discharge: _____

Reason for Leaving: _____

Describe any military skills, training or experience you believe are relevant to the job you applied for: _____



APPLICANT'S ACKNOWLEDGMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for my dismissal at any time without prior notice.

I consent to and authorize Camphill Ghent, Inc. to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give Camphill Ghent, Inc. (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I understand that any job offer extended to me will be contingent upon the successful completion of any required criminal background check.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination; submit to a background investigation or take a pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests. I authorize the release of any background check results and of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document.

I further understand that, if hired, my employment is for no definite period of time and that either Camphill Ghent or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract.

Signature of Applicant: _____ Date: _____

**Return Application To: 2542 Route 66
 Chatham, NY 12037**

FOR OFFICE USE ONLY:

Interview on: _____ Criminal Record Clearance: _____

Health Evaluation: _____ Reference Checks: _____

Additional Comments:

