



122 Business Park Drive
 Utica, NY 13502
 315.732.3435
www.CNYQuest.com

Employment Application

Thank you for your interest in employment with CNY Quest. It is our policy to provide employment, training, compensation, promotion and other conditions of employment based on qualifications, without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a mental or physical disability, sexual orientation, military status, or any other legally protected status.

Personal Information

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

How long have you lived at this address? _____ Phone Number: _____

Email Address: _____

Position desired: _____

Wage/Salary expected: \$ _____ per HOUR YEAR

Are you 18 years of age or older? Yes _____ No _____

If hired, can you provide written evidence that you are authorized to work in the U.S.? Yes _____ No _____

Have you previously been employed by CNY Quest? Yes _____ No _____ If "Yes", when? _____

Have you ever been known by another legal name (e.g. legal name change, maiden name) Yes _____ No _____

If yes, please specify: _____

How were you referred to our organization? _____

Education History

<u>Type</u>	<u>School Name/Location</u>	<u>Course of study</u>	<u>Years completed</u>
High School			
College			
College			
Tech. training			

U.S. Military

Branch of Service _____

From _____ To _____

Rank and type of training/experience received: _____

Are you enrolled in Military Reserve? Yes _____ No _____

Work Availability

When are you available to start work? _____

Are you available for: Full Time _____ Part Time: _____

Can you work overtime without prior notice? Yes _____ No _____

Can you travel if required by this position? Yes _____ No _____

If transporting a consumer is needed, can you? Yes _____ No _____

Do you have a valid Driver's License? Yes _____ No _____

Please indicate below the days and hours that you are available to work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Employment History

Current or most recent employer _____
 Address: _____
 Position Held: _____ Dates employed: From _____ To _____
 Manager/Supervisor: _____ Ph#: _____
 Wage/Salary: _____ Reason for leaving: _____
 May we contact your supervisor: Yes _____ No _____

Company Name _____
 Address: _____
 Position Held: _____ Dates employed: From _____ To _____
 Manager/Supervisor: _____ Ph#: _____
 Wage/Salary: _____ Reason for leaving: _____
 May we contact your supervisor: Yes _____ No _____

Company Name _____
 Address: _____
 Position Held: _____ Dates employed: From _____ To _____
 Manager/Supervisor: _____ Ph#: _____
 Wage/Salary: _____ Reason for leaving: _____
 May we contact your supervisor: Yes _____ No _____

References

Provide names of three individuals who are familiar with your work and/or academic background. Individuals listed should not be relatives.

Name	Address	Phone Number	Occupation

As an applicant of CNY Quest, I understand and agree to the following (please read and initial):

1. _____ I understand that any offer or acceptance of employment or my employment may be terminated, with or without cause, at any time at the option of either the CNY Quest or myself. I acknowledge that I do not have a contract of employment with the CNY Quest and that, in the future, I will not have any contractual rights of employment unless such rights are made part of a written agreement executed by me and the Chief Executive Officer of CNY Quest.
2. _____ I understand that federal law prohibits the employment of unauthorized aliens and that all persons hired must submit satisfactory proof of employment authorization and identity prior to beginning employment.
3. _____ This application will be active for a period of one year. After that time, if I wish to be considered for employment, I must submit a new application.
4. _____ I acknowledge CNY Quest's notification to me that a background investigation or an investigative consumer report on me may be made. I understand and agree that successful completion (to the CNY Quest's satisfaction) of such investigation(s) is required for employment or continued employment. I hereby authorize CNY Quest or its authorized agents to conduct the investigation(s) described above and to prepare a report based on such information. I further understand that, upon my written request, a complete disclosure of the investigation(s) conducted will be provided to me.
5. _____ I understand that my disclosure of prior convictions for criminal or traffic offenses may not preclude my employment with the CNY Quest; however, the omission of this requested information will be sufficient cause for the cancellation of my application or my immediate dismissal from the employment with CNY Quest.
6. _____ I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.
7. _____ I agree that CNY Quest's liability to me for wages is limited to the amount earned by me as of the date of my termination. I authorize CNY Quest to deduct any monies owed by me to the CNY Quest whenever such deduction is not prohibited by law.
8. _____ I understand that my employment is contingent upon meeting the physical requirements of the job as well as passing (to CNY Quest's satisfaction) a post-offer medical examination, if required. Because CNY Quest is a drug-free workplace, I may be required to submit to testing as a condition of employment, in accordance with company policy.
9. _____ I certify that all statements I have made in this application are true and agree that any misrepresentation or omission of facts requested may result in the cancellation of my application or my immediate dismissal from CNY Quest. I agree to conform to the rules and policies of CNY Quest and understand that these rules and policies may be changed, interpreted or withdrawn at CNY Quest's option at any time without notice.

Signature: _____

Date: _____

