



westchesterArc
 envision possibilities, explore choices

121 Westmoreland Avenue
 White Plains, NY 10606
www.westchesterarc.org

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS ARE CONSIDERED FOR POSITIONS WITHOUT REGARD TO RACE, ETHNICITY, COLOR, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, NATIONAL ORIGIN, RELIGION, CREED, CITIZENSHIP, MARITAL STATUS, VETEREN STATUS, & FAMILIAL STATUS.

POSITION DESIRED		DATE
HOW WERE YOU REFERRED TO OUR ORGANIZATION? _____		
STATE THE NAMES OF ANY RELATIVES AND FRIENDS WORKING WITH US: _____		
HAVE YOU EVER BEEN EMPLOYED BY WESTCHESTER ARC? <input type="checkbox"/> YES <input type="checkbox"/> NO	POSITION HELD/DATES	REASON FOR LEAVING

PERSONAL DATA

NAME						SOCIAL SECURITY NO.
ADDRESS No.	STREET	CITY	STATE	ZIP CODE	PHONE NUMBER Day: Evening: Other:	
IN CASE OF EMERGENCY, NOTIFY						PHONE NUMBER
ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN WHO HAS THE LEGAL RIGHT TO WORK IN THE JOB FOR WHICH YOU ARE APPLYING? <input type="checkbox"/> YES <input type="checkbox"/> NO						
DO YOU HAVE A DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO			HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? <input type="checkbox"/> YES, If so, please explain. <input type="checkbox"/> NO			
For a position for which driving is required, please list those convictions related to moving violations within the last three (3) years; and any suspension, revocation, DWI convictions, or any occurrence involving harm to anyone or property while driving. Please describe each incident in detail including dates of all convictions, suspensions, revocations.						

HAVE YOU HAD ANY PRIOR TO CURRENT EXPERIENCE AS AN EMPLOYEE, VOLUNTEER, OR CERTIFIED PROVIDER WITH OMRDD; ANY OTHER STATE AGENCY; OR ANY OTHER PROVIDER OF HUMAN SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU HAD ANY PRIOR OR CURRENT EXPERIENCE IN DIRECT CARE WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO		
PLEASE PROVIDE THE NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF REFERENCES WHO CAN VERIFY EACH EXPERIENCE		
NAME	MAILING ADDRESS	PHONE NUMBER

CRIMINAL RECORD

HAVE YOU EVER BEEN CONVICTED OF OR ARE YOU AWAITING TRIAL DISPOSITION ON A FELONY, MISDEMEANOR OR SUMMARY OFFENSE IN ANY JURISDICTION AND/OR DO YOU HAVE ANY PENDING CRIMINAL CHARGES, ARRESTS, OR CRIMINAL ACCUSATIONS AGAINST YOU?

YES NO

If yes, include a description of all convictions and pending criminal charges. State nature of offenses, when, where (exact location), and disposition.

Westchester ARC will check all applicant records prior to hire for criminal convictions.

CONVICTIONS WILL NOT AUTOMATICALLY DISQUALIFY JOB CANDIDATES. DATE OF CONVICTION AND SEVERITY WILL BE CONSIDERED.

Please be advised that you will need to provide information, statements and fingerprints according to the requirements of the Chapter and OMRDD in order for a criminal background check to be conducted through DCJS. Also, you will have the right to obtain, review and seek correction of any information received in response to the criminal background check conducted by DCJS.

PERSONAL REFERENCES (May not be a relative)

NAME	MAILING ADDRESS	PHONE NUMBER

EDUCATION

	NAME AND ADDRESS	DATES ATTENDED		GRADUATED		TYPE OF DEGREE, DIPLOMA OR CERTIFICATE & MAJOR/MINOR FIELDS OF STUDY
		FROM MO/YR	TO MO/YR	YES	NO	
HIGH SCHOOL						
ALL VOCATIONAL SCHOOLS						
ALL COLLEGES OR UNIVERSITIES						

OTHER RELATED HISTORY/ ACTIVITIES

STATE PROFESSIONAL LICENSES HELD AND WHERE REGISTERED

LIST VOLUNTEER EXPERIENCE

LIST ANY OTHER SPECIAL TRAINING OR SKILLS YOU HAVE OR ANY COURSES YOU HAVE TAKEN THAT RELATE TO THE TYPE OF SERVICES OUR AGENCY PROVIDES

EMPLOYMENT HISTORY

List employment for the past ten (10) years. List most recent jobs first. Include full and part-time work, self-employment, military service, and full time education. If unemployed during that period, list dates of unemployment. Attach additional sheet if necessary. The entire ten year period must be accounted for.

EMPLOYER/ SCHOOL		ADDRESS		FROM	TO
POSITION TITLE	SUPERVISOR	TELEPHONE NUMBER	SALARY		
REASON FOR LEAVING		DUTIES PERFORMED			
EMPLOYER/ SCHOOL		ADDRESS		FROM	TO
POSITION TITLE	SUPERVISOR	TELEPHONE NUMBER	SALARY		
REASON FOR LEAVING		DUTIES PERFORMED			
EMPLOYER/ SCHOOL		ADDRESS		FROM	TO
POSITION TITLE	SUPERVISOR	TELEPHONE NUMBER	SALARY		
REASON FOR LEAVING		DUTIES PERFORMED			
EMPLOYER/ SCHOOL		ADDRESS		FROM	TO
POSITION TITLE	SUPERVISOR	TELEPHONE NUMBER	SALARY		
REASON FOR LEAVING		DUTIES PERFORMED			
EMPLOYER/ SCHOOL		ADDRESS		FROM	TO
POSITION TITLE	SUPERVISOR	TELEPHONE NUMBER	SALARY		
REASON FOR LEAVING		DUTIES PERFORMED			

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