

APPLICATION FOR EMPLOYMENT

This organization is an equal opportunity employer and considers applicants for all positions without regard to race, color, creed, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other legally protected status.

Date of Application: _____ Position(s) Applied For: _____

How did you hear about this position? Current employee (specify) _____ Other _____
 Ad on website (specify) _____ Other ad (specify) _____

Name: _____
Last First Middle Initial Preferred First Name

Address: _____

Primary Telephone: (____) _____ Other Telephone: (____) _____

Email Address: _____

- | | | |
|-----------------------|-----------------------|---|
| Yes | No | |
| <input type="radio"/> | <input type="radio"/> | Have you ever been employed previously by Envision? When? _____ |
| <input type="radio"/> | <input type="radio"/> | Have you ever been employed previously by NYLF or CYLC? When? _____ |
| <input type="radio"/> | <input type="radio"/> | Are you legally eligible for employment in this country? (Proof of eligibility status will be required upon employment) |
| <input type="radio"/> | <input type="radio"/> | Are you at least 18 years of age? |
| <input type="radio"/> | <input type="radio"/> | Have you been convicted of any crimes other than minor traffic violations?
(A pre-employment background check will be conducted. A conviction record will not necessarily be a bar to employment; type of offense and relation to the job will be taken into account.)
Please explain _____ |
| <input type="radio"/> | <input type="radio"/> | You have been provided with a copy of the job description. Can you, with or without reasonable accommodation, perform the essential functions of this position? |
| <input type="radio"/> | <input type="radio"/> | Do you have relatives working for Envision, NYLF, CYLC? Please specify _____ |
| <input type="radio"/> | <input type="radio"/> | Are you bound by a non-competition or confidentiality agreement which could be violated or create a conflict of interest by working here? |

For positions that require driving only (i.e. Ops, Office Coordinator – check with your interviewer):

- You have received a copy of the Employee Driver Criteria. Do you meet the requirements?
- Do you have a valid driver's license?
- Have you been convicted of any moving violations in the last five years?
 Please specify _____

EMPLOYMENT HISTORY – please fully complete this section even though this information may be included in your resume. The application is a legal document while the resume is not.

Employer	Dates Employed		Hourly Rate/Salary	
Address	From	To	Starting	Ending
Job Title	Supervisor/Contact Person		Telephone Number	
Reason for Leaving	Type of work performed			

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EDUCATION

Name and Location	Years Completed	Graduated? Yes/No	Course of Study
High School			
College/University			
Graduate/Other			

SPECIAL SKILLS/QUALIFICATIONS

Summarize any special job-related skills or qualifications acquired from employment or other experiences:

REFERENCES

Please provide three references who can comment on your job abilities and performance. We will be contacting these references in order to extend an offer of employment.

Name	Company	Relationship	Telephone Number	Years Known

NOTIFICATION AND AGREEMENT

I certify that all answers given herein are true, accurate, and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I release from all liability anyone supplying such information; I also release the potential employer from all liability that might result from making an investigation. In the event of employment, I understand that false or misleading information given in this application or in interviews may result in discharge.

I understand that submission of an application does not guarantee employment. I further acknowledge that, should an offer of employment be extended, that such employment is of an "at will" nature and may be terminated by either party, at any time, with or without cause, and with or without notice.

If hired, I agree to abide by all of the company rules, regulations, and procedures and understand that failure to do so will result in my discharge. I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on, the organization.

I understand that, if offered a position, I will be required to submit to a background check and/or driving record check as a condition of employment. I further understand my employment is contingent on satisfactory results from these checks; unsatisfactory results will result in withdrawal of any employment offer or termination of employment if already employed.

By signing below, I acknowledge that I have read, understood, and agree to the above statements.

Signature

Date

Employee Driver Criteria & Procedures

The following procedures will be adhered to for ALL employees who "potentially" may be behind the wheel of a motor vehicle:

- Organization will request and obtain a copy of an employee's driver license
- Organization will request and review prospective employee/driver's "Motor Vehicle Record" (MVR)

The following minimum standards must be met for ALL prospective employees.

- A valid U.S. drivers license
 - At least two (2) years driving history
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Any of the following items would **prohibit** the organization from hiring a prospective employee for a position which requires the individual to drive a vehicle rented by the organization or to transport a student or other staff member in any vehicle including their own:

- Having accumulated nine (9) DMV points or more on their driving record
- A reinstated license in effect for less than one year
- Anyone (1) of the following violations within the last three (3) years:
 - Driving while intoxicated or under the influence of drugs
 - Driving while license is under suspension
 - Hit and Run Conviction
 - Murder or assault with a motor vehicle
 - Negligent homicide
 - Theft of a Motor vehicle
- Any two (2) of the following violations in the preceding 24 months or combination thereof:
 - Reckless Driving
 - Chargeable Accident
 - Speeding in excess of 25 mph
- Conviction of three (3) or more traffic violations in the preceding twelve (12) months
- Conviction of five (5) or more traffic violations in the preceding 24 months

The organization has the right to terminate the employment of an individual who is "charged" with any traffic violation while the driver/employee is performing his/her duties.