



## Employment Application

APPLICANT INFORMATION											
Last Name					First				M.I.	Date	
Street Address								Apartment/Unit #			
City					State				ZIP		
Phone					E-mail Address						
Date Available					Desired Salary						
Position Applied for											
Are you legally eligible for employment in the United States?					YES <input type="checkbox"/>		NO <input type="checkbox"/>				
Have you ever worked for BronxWorks before?					YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?		
EDUCATION											
School					Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
School					Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
School					Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
REFERENCES											
<i>Please list three professional references, preferably three previous supervisors.</i>											
Full Name						Relationship					
Company						Phone					
Email											
Full Name						Relationship					
Company						Phone					
Email											
Full Name						Relationship					
Company						Phone					
Email											



PREVIOUS EMPLOYMENT									
Company						Phone			
Address						Supervisor			
Job Title						Email			
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Company						Phone			
Address						Supervisor			
Job Title						Email			
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Company						Phone			
Address						Supervisor			
Job Title						Email			
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Company						Phone			
Address						Supervisor			
Job Title						Email			
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>			
MILITARY SERVICE									
Branch						From		To	
Rank at Discharge						Type of Discharge			
If other than honorable, explain									

**Note:** All BronxWorks applicants are subject to a criminal background check upon hire. Clearances are completed by the Human Resources Department and cover misdemeanor and felony convictions.

All results are confidential.

Candidates must be cleared before starting work.

Depending on the position requirements, applicants may be subject to a driving history clearance and/or a NY State Central Registry clearance.

Conviction history may be relevant if job related, but does not bar you from employment.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Auxiliary aids/services available on request to individuals with disabilities.



**PLEASE READ BOTH STATEMENTS CAREFULLY AND SIGN**

**APPLICANT CERTIFICATION OF INFORMATION**

Applications may be submitted with a typed signature but must be signed at the first interview.

I certify that all the statements herein are true and understand that any falsification and/or willful omission by me in this application will be sufficient cause for dismissal or refusal of employment. Furthermore, I understand that just as I am free to resign at any time, BronxWorks reserves the right to terminate my employment at any time, with or without cause or without prior notice. I understand that no representative of BronxWorks has the authority to make any assurances to the contrary.

I give BronxWorks the right to investigate all references, to conduct background checks and to secure additional information about me, if job related. I hereby release BronxWorks and its representatives from liability, including but not limited to claims alleging retaliation or defamation, for seeking and using such information and all other persons, corporations or organizations for furnishing such information.

Upon obtaining employment with BronxWorks, I authorize BronxWorks to provide information regarding my employment with the agency, including, but not limited to title, dates of employment, salary, and all other necessary references to those individuals, corporations, banks, or organizations seeking such information at my request and I release BronxWorks from all liability for damage in providing this information.

BronxWorks is an Equal Opportunity Employer/Affirmative Action Employer. BronxWorks does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from BronxWorks and still wish to be considered for employment, it will be necessary to complete a new application.

Signature	Date
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**APPLICANT CONSENT TO REFERENCE CHECKING**

We want you to know that BronxWorks, will be checking your references as part of our hiring process. This may include contacting your former employers as well as friends, acquaintances, business associates and academic institutions. We may ask a series of questions about your professional and personal background, work experience, character, education and personality.

After reading this policy, please indicate your agreement by signing it in the space provided:

I have read and fully understand the foregoing and voluntarily consent to allow BronxWorks, or any of its officers, employees or agents, to check my references by contacting any person whom they deem to be an appropriate reference. Questions may be asked about my personal background, work experience, personality, work habits and education.

Signature	Date
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