

Applicant Please Indicate

Date: _____

Position Applied For _____

Location: _____

Check One Full Time Part time
 Circle days available and write in the hours you can work.

Day: **M Tu W Th F Sa Su**

From _____

To _____

EMPLOYMENT APPLICATION

Please print clearly. Answer all sections.
 Incomplete application may delay in processing.



Mission:
 "To offer people with intellectual and other developmental disabilities opportunities to live and experience full lives".

Ulster-Greene ARC is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, creed, color, genetic information, age, sex, religion, marital status, national origin, sexual orientation or disability.

845-331-4300
845-340-0463 Fax

Name _____

Last Name First Name Middle Initial

Address _____

Address _____

City State Zip

Telephone # () _____

Social Security # **XXX-XX-** _____

How Did You Find Out About This Position?

Advertisement:

Kingston Freeman Poughkeepsie Journal
 Middletown Record Ellenville Press
 Catskill Daily Mail
 Other Newspaper, specify: _____

Employment Service Job Fair Career Day
 Friend/Relation Posting Other source
 please specify: _____

1. Indicate Age Only If Under Eighteen (18) and a student. _____
2. Have you ever been employed with the Agency under the same or a different name? Yes No
3. Are you a citizen or national of the United States or an alien authorized to work in the United States? Yes No
4. Have you ever been convicted of a crime? (Other than motor vehicle violations). If yes, please explain. Note that conviction of a crime is not necessarily a bar to employment. Yes No

5. Do you have any relatives currently working for Ulster-Greene ARC? Yes No
 If yes please list their names, titles and work location if known. (While having family members working at the agency is not prohibited, we need to assure there are no conflicts of interest in determining work assignments and reporting lines).

Please Answer Questions 6, 7, & 8

6. Driver's License # _____ State _____ Driver's License Classification _____
7. Have you been a licensed driver for at least the past 3 years? Yes No If not, how long? _____
8. Have you ever been convicted of a DMV violation(s), including DWI, or had your license suspended? Yes No If yes, please specify dates, convictions, etc. _____

EMPLOYMENT RECORD

Please fill in with complete mailing addresses & phone numbers. Begin with your most recent employment. Include all employment (Do not omit any employers). Attach separate sheet if necessary. May we contact your current employer prior to a job offer? Yes No

Employer's Name _____ Telephone # _____

Employer's Address _____ City _____ State & Zip _____

Nature of Work _____ Position _____

Employed From _____ To _____ Salary _____ Name Of Supervisor _____

Reason for Leaving _____

Employer's Name _____ Telephone # _____

Employer's Address _____ City _____ State & Zip _____

Nature of Work _____ Position _____

Employed From _____ To _____ Salary _____ Name Of Supervisor _____

Reason for Leaving _____

EMPLOYMENT RECORD continued

Employer's Name _____ Telephone # _____

Employer's Address _____ City _____ State & Zip _____

Nature of Work _____ Position _____

Employed From _____ To _____ Salary _____ Name Of Supervisor _____

Reason for Leaving _____

EDUCATION

EDUCATION	Name of School City and State	Number of Years Attended	Graduated Yes/No	Course of Study
High School				
College or University				
College or University				
Graduate Training				
Post Graduate				
Professional License/Certification	Type	Number		Date of Issuance

Please write a statement, which describes your special skills and abilities as related to this position. You may also indicate your future professional goals and reasons you are interested in employment with this agency.

Please Read and Sign

I attest that all information herein is true and complete to the best of my knowledge.

I authorize an Ulster - Greene ARC representative to contact all references, employers, schools or other persons to conduct a professional investigation and inquiry of matters related to employment as may be necessary to arrive at a decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

I understand that the contents of this application are provided to express my interest in securing employment with Ulster-Greene ARC. This application does not serve to create an employment contract between Ulster-Greene ARC and applicant or employee either for employment or regarding any particular term or condition of employment.

In the event of employment, I understand that false or misleading information given on my application or during an interview(s) may result in discharge. I further understand that accepting employment with Ulster-Greene ARC means that I agree to accept and adhere to all policies and procedures of the Association.

Any offer of employment is subject to compliance under the Immigration Reform and Control Act of 1986. The appropriate verification of identity and right to work in the United States and completion of the I-9 Employment Eligibility Certification is required as documentation. This documentation must be provided within 72 hours if the applicant has been hired or any offer of any employment is void.

For my records and review, a copy of Article 23-A of the New York Correction Law, based on amendments to the New York Fair Credit Reporting Act, is included in this employment application.

Signature

Date

REFERENCES

LIST 3 PERSONAL REFERENCES WHO ARE NOT RELATED TO YOU Please fill in with complete mailing addresses and phone numbers.

NAME _____ ADDRESS _____
TELEPHONE _____ ADDRESS _____
RELATIONSHIP _____ *CITY STATE ZIP*

NAME _____ ADDRESS _____
TELEPHONE _____ ADDRESS _____
RELATIONSHIP _____ *CITY STATE ZIP*

NAME _____ ADDRESS _____
TELEPHONE _____ ADDRESS _____
RELATIONSHIP _____ *CITY STATE ZIP*

LIST 3 PROFESSIONAL REFERENCES WHO ARE NOT RELATED TO YOU (Work or School)

NAME _____ ADDRESS _____
TELEPHONE _____ ADDRESS _____
RELATIONSHIP _____ *CITY STATE ZIP*

NAME _____ ADDRESS _____
TELEPHONE _____ ADDRESS _____
RELATIONSHIP _____ *CITY STATE ZIP*

NAME _____ ADDRESS _____
TELEPHONE _____ ADDRESS _____
RELATIONSHIP _____ *CITY STATE ZIP*

DISCLOSURE AND RELEASE

In connection with my application for employment (including contract for services) with you, I understand that consumer reports, which may contain public record information, may be requested from a consumer reporting agency ("CRA"). These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, etc. I further understand that such reports may contain public record information concerning my driving record, worker's compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state, and other agencies which maintain such records; as well as information from CRA concerning previous driving record requests made by others from state agencies, and state-provided driving records.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE COMPANY OR THE CRA TO FURNISH THE ABOVE MENTIONED INFORMATION.

I have the right to make a request to the CRA, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information, and the recipients of any reports on me preceding my request. I hereby consent to your obtaining the above information from the CRA, and agree that such information, which the CRA has or obtains, and my employment history with you if I am hired, will be supplied by the CRA to other companies, which subscribe to the CRA's services.

I hereby authorize procurement of consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

Please **PRINT** name here

Applicant's Signature

Date

New Applicants covered by New York State's New Fingerprinting Law

I understand that, if I am hired by the Agency in a position where I will have regularly unsupervised or unrestricted physical contact with the consumers, I will need to provide information, statements, and fingerprints according to the requirements of OMRDD regulations in order for a criminal background check to be conducted. I also confirm that if I have not truthfully and accurately listed all criminal convictions as requested on my application, that any offer of employment will be withdrawn, or, if I am hired before the discrepancy is discovered, that I will be subject to termination by the Agency.

Please **PRINT** name here

Applicant's Signature

Date

Addendum to Application

Indicate whether or not you have ever been convicted of a felony or misdemeanor in any jurisdiction. Also, indicate if there are any pending criminal charges against you. Provide statement below that includes a description of all convictions and pending criminal charges.

I attest that all information herein is true and complete to the best of my knowledge.

I authorize an Ulster-Greene ARC representative to contact all references, employers, schools, or other persons to conduct a professional investigation and inquiry of matters related to employment as may be necessary to arrive at a decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given on my application or during interview(s) may result in discharge. I further understand that accepting employment with Ulster-Greene ARC means that I agree to accept and adhere to all policies and procedures of the Association.

Please PRINT Name Here

Signature

Date

EXCLUSION CHECK FORM

It is the policy of Ulster-Greene ARC not to employ, contract with or otherwise do business with any individual or entity excluded from participation in federally sponsored healthcare programs, such as Medicare and Medicaid. See link to the HHS Office of Inspector General Exclusion Program for further explanation (<http://oig.hhs.gov/fraud/exclusions.asp>).

Exclusion Check. An Exclusion Check is a search of (1) the U.S. Department of Health and Human Services, Office of Inspector General ("OIG")'s List of Excluded Individuals/Entities (available on the OIG website at <http://exclusions.oig.hhs.gov/>), and (2) the General Service Administration ("GSA")'s Excluded Parties List System (available on the GSA website at <https://www.epls.gov/>), to determine if an individual or entity's name appears on either list.

Ineligible Person. For purposes of this Policy, an Ineligible Person is an individual or entity that is listed on the OIG's List of Excluded Individuals/Entities, or the GSA's Excluded Parties List System.

To assure compliance with this policy, Ulster-Greene ARC requests all new hires to undergo exclusion verification. The exclusion verification will be conducted on an annual basis for all employees to assure continued eligibility.

In addition, Ulster-Greene ARC shall maintain supporting documentation for its exclusion checks and produce copies of such documentation to the HHS Office of Inspector General Exclusion program upon request.

Your signature below verifies your knowledge of this background check.

Signature: _____ **Date:** _____

NEW YORK CORRECTION LAW ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

§750. Definitions.

For the purposes of this article, the following terms shall have the following meanings:

- (1.) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability.

The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited,

No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) The issuance or continuation of the license or the granting or continuation of the employment would involve an

unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment.

At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

**Effective February 1, 2009, employers must post a copy of the Correction Law relating to the use of prior convictions.*

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