



## EMPLOYMENT APPLICATION

### BACKGROUND INFORMATION

Last Name	First Name	Middle Name	Date
<p>If any of your educational or employment records are under any name(s) other than that shows above, please provide the name(s) under which these records may be located:</p> <p style="text-align: center;">Last Name: _____ First Name : _____ N/A</p>			
Street Address	City	State	Zip/Postal Code
Primary Phone		Secondary Phone	
Have you reached your 18 <sup>th</sup> birthday?			
Were you previously employed by Cardinal McCloskey Community Services? If "Yes," please give dates of employment and location(s)			
Have you previously applied for employment to Cardinal McCloskey Community Services? If "Yes," please give date(s) and location(s)			
Are you legally authorized to work in the country to which you are applying? (Candidates for employment in the United States, in compliance with federal, will require to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire).			
Please identify any relatives or friends currently employed by Cardinal McCloskey Community Services, indicating job title and place of employment.			

### JOB INTEREST

Position Applying For:	
How did you learn about this employment opportunity?	
Employment Status Desired (Circle all that apply):	
Full-Time	Part-Time    Per-Diem    Temporary
Are you Available to travel?	Are you available for overtime?
Are you employed now? If so, date available (MM/DD/YYYY)	Salary/ Wages Desired:



## EDUCATION, TRAINING AND PROFESSIONAL LICENSURE/REGISTRY/CERTIFICATION

School Name	School Address	Course of Study	No. of Years Completed	Did you graduate?	Type of Diploma or Degree
High School					Diploma or GED
College or University					
College or University					
Graduate or Professional School					
Trade or Business School					
Training in Specialty Areas	Address of Training Program				
<b>Do you hold professional licensure/ registry/ certification?</b> If "Yes," please provide particulars:					
<b>Describe any other education, training, skills, language proficiencies, or certificates you possess which are relevant to the position for which you have applied:</b>					
<b>List all methods, techniques, equipment and computer software applications with which you are proficient and which are relevant to the job for which you have applied:</b>					
<b>Describe present and past memberships in professional organizations, including offices held (you may exclude any memberships which suggest or disclose your race, color, national origin, religion, disability or any other protected status):</b>					
<b>List published articles/ research of a work-related nature:</b>					

## EMPLOYMENT RECORD

Starting with current or most recent, list all employers past and present. Include self-employment and summer and part-time jobs.

Current or Most	Company Name		Telephone	Type of Business	
	Street Address		City	State	Zip/ Postal Code
	May We Contact?		Are you currently Employed?		



<b>Recent Employer</b>				
	<b>Name and Title of Immediate Supervisor</b>		<b>Your Position Title</b>	
	<b>Date Hired</b>		<b>Date Separated</b>	
	<b>Reason for Leaving:</b>			
	<b>Describe your work associated with this position</b>			
	<b>Significant Job- Related Accomplishments:</b>			
<b>2<sup>nd</sup> Previous Employer</b>	<b>Company Name</b>		<b>Telephone</b>	<b>Type of Business</b>
	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip/ Postal Code</b>
	<b>May We Contact?</b>		<b>Are you currently Employed?</b>	
	<b>Name and Title of Immediate Supervisor</b>		<b>Your Position Title</b>	
	<b>Date Hired</b>		<b>Date Separated</b>	
	<b>Reason for Leaving:</b>			
	<b>Describe your work associated with this position</b>			
	<b>Significant Job- Related Accomplishments:</b>			
	<b>3<sup>rd</sup> Previous Employer</b>	<b>Company Name</b>		<b>Telephone</b>
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip/ Postal Code</b>
<b>May We Contact?</b>		<b>Are you currently Employed?</b>		
<b>Name and Title of Immediate Supervisor</b>		<b>Your Position Title</b>		
<b>Date Hired</b>		<b>Date Separated</b>		
<b>Reason for Leaving:</b>				



	Describe your work associated with this position
	Significant Job- Related Accomplishments:

### ADDITIONAL JOB-RELATED EXPERIENCE

Describe any other experiences (e.g., volunteer work), qualifications, skills or abilities which you possess in addition to those you have outlined above and which you consider important to the successful performance of the job for which you are applying ( you may exclude any experiences which suggest or disclose your race, color, national origin, religion, disability or other protected status).

### ADDITIONAL INFORMATION

Have you ever received an adjudication of indicated or founded in a child abuse investigation? (Circle one)

YES

NO

Please provide names and telephone numbers for 3 personal references. DO NOT list former employers, supervisors or relatives.

Name

Phone Number

Name

Phone Number

Name

Phone Number

Please provide your valid Driver's License Number and the State in which it is issued. If you do not have a valid Driver's License, please indicate "Do not have Driver's License."

Driver's License Number

State Issued

For Background and Reference Check Purposes, please provide your Social Security Number:



## APPLICANT'S CERTIFICATION, AUTHORIZATION AND UNDERSTANDING

### Please read carefully and sign below

I authorize Cardinal McCloskey Community Charter School to verify my personal, educational, driving and business references. This will be done for the purpose of obtaining information relative to my ability and qualifications for the position for which I have applied, including my present employer.

Cardinal McCloskey Community Charter School may give any person with whom I may have hereafter seek employment my full employment record, reason for termination or any other information my Personnel record may contain.

New employees are appointed to positions for an introductory period of three months. If they do not meet the requirements of their assignment in a satisfactory manner within that period, employment may be terminated by employer or employee without cause, prejudice or notice.

**I acknowledge that if I am hired, my continued employment will depend on satisfactory fulfillment of my job duties as determined by my employer, and that employment may be terminated at will by either Cardinal McCloskey Community Charter School or by myself.**

I understand that I must have prescribed physical examination as a condition of my employment and satisfactorily complete the introductory period for my position as stated above. I further understand that it will be my obligation to become thoroughly familiar with the contents of the Personnel Manual for my position.

All information provided in this application is true and complete to the best of my knowledge. Failure to provide true and complete information will constitute grounds for immediate dismissal. I understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way should the employer decide to employ me.

In all employment decisions including, but not limited to, recruitment, hiring, compensation, training, promotion, upgrading, transfer, layoff, termination, and all other terms and conditions of employment except as provided by law, Cardinal McCloskey Community Charter School does not discriminate against employees or applicants for employment on the basis of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or citizen status.

Cardinal McCloskey Community Charter School complies with all applicable Federal, State and New York City Human Rights Laws.

As an organization operated for charitable or educational purposes, which is operated, supervised, or in connection with a religious organization, we reserve the right to limit employment or give preference to persons of the same religion or denomination or to make such other selections as calculated by this organization to promote principals for which it is mandated or established.

Please be advised that Cardinal McCloskey Community Charter School conducts criminal background checks (fingerprinting) where permitted by law for all new hires.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_