



Green Chimneys Children's Services, Inc.
 400 Doansburg Road, Caller Box 719, Brewster, NY 10509-0719
 (845) 279-2995 / (718) 892-6810
 Fax: (845) 279-6726
www.greenchimneys.org

EMPLOYMENT APPLICATION

Instructions: All sections of this application are to be completed in full. Attaching a resume alone does not constitute a completed application.

GREEN CHIMNEYS IS AN EQUAL OPPORTUNITY EMPLOYER

We do not discriminate because of age, sex, race, color, creed, national origin, citizenship status, disability, marital status, sexual orientation, or Vietnam veteran status.

Be sure you read all instructions carefully, complete all the pages of this application, and sign your name. Personal Information – Please PRINT in dark ink or type.

Last Name	First Name	Middle	e-mail address		
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Present Address	No. Street	City	State	Zip	Pres. Tel. No.
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Permanent Address (if different from above)	Perm. Tel. No.
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Position Desired (specify)	Annual Salary Desired
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Work Location Desired (please specify)
 Brewster Campus NYC Group Homes Public Prog. CT Program _____

In many Green Chimneys' jobs, one or more of the following conditions are required, and inability to satisfy these work schedules may limit further consideration of your application. Please indicate whether you are able to perform:

- | | |
|---|--|
| a. Shift Work? <input type="checkbox"/> Yes <input type="checkbox"/> No | c. A rotational work schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No | d. A work schedule that includes Saturdays and Sundays? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Were you previously employed by Green Chimneys? (If yes, When? Dept?)	Reason for Leaving
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How were you referred to Green Chimneys?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Friend	<input type="checkbox"/> Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
<input type="checkbox"/> Employee Referral (Employee Name): _____				

Please list all relatives currently working at Green Chimneys and departments in which they work.

Education & Training – Please complete all appropriate items, even if you have already provided us with a resume.

Type of School	Complete Name & Address of School Attended	Number of years attended	Graduated		Type of Diploma
			Yes	No	
High School or Equivalent					
<i>**If you obtained an equivalency diploma, indicate date and state</i>					
All Voc. & Technical Community & Junior Colleges					
All Other Colleges or Universities					

Employment Experience – Please complete all items, even if you have already provided us with a resume. Beginning with the most recent, list all employers for the last 10 years, or last four employers. Include any period in which you were not employed, and explain what you were doing during that period.

Current Employer's Name and Address Dates: From _____ To _____

Name & Title of Supervisor Tel. No. _____ Ext. _____

Starting Position Starting Base Salary _____

Current Position Current Base Salary _____

Current Responsibilities _____

Reason for leaving May we contact your present employer now? Yes No If no, when?

Employer's Name and Address Dates: From _____ To _____

Name & Title of Supervisor Tel. No. _____ Ext. _____

Starting Position Starting Base Salary _____

Ending Position Ending Base Salary _____

Responsibilities Reason for Leaving _____

Employer's Name and Address	Dates: From	To
Name & Title of Supervisor	Tel. No.	Ext.
Starting Position	Starting Base Salary	
Ending Position	Ending Base Salary	
Responsibilities	Reason for Leaving	

Employer's Name and Address	Dates: From	To
Name & Title of Supervisor	Tel. No.	Ext.
Starting Position	Starting Base Salary	
Ending Position	Ending Base Salary	
Responsibilities	Reason for Leaving	

Military Service Record

Were you in the U.S. Armed Forces? Yes No If yes, what branch? _____

Dates of duty: from (Mo./Yr.) **Type of discharge** **Rank at discharge**

Three employment references; one must be supervisory

1) Name, position and complete address	Day Phone #
2) Name, position and complete address	Day Phone #
3) Name, position and complete address	Day Phone #

Background Screening

Section 424-a of the NYS Social Services Law requires that persons applying for employment with Child Care agencies be cleared with the State Central Registry to determine if they are the subject of an indicated child abuse or maltreatment report.

Have you ever had an indicated case of child abuse, maltreatment, or neglect filed No Yes against you?

If yes, when did the incident occur? Give month & year. What were charges & circumstances? Where were the charges brought? Give the city & state.

Please provide accurate and complete information in response to the following questions. This information will be taken into account in the employment process. Do not include in response to any questions below: arrest without convictions, convictions for minor traffic offenses, or convictions or incarcerations for which a record has been sealed or expunged. Please note that a criminal record will not necessarily disqualify you from employment.

Have you been convicted of or pleaded guilty to a crime or other offense? (Include military service convictions or guilty pleas)
No Yes

If you answered **yes** to the above question, provide further information including date, class of conviction and description.

Other

Describe any other experiences, skills or qualifications which you feel would especially fit you for work at Green Chimneys.

Please read carefully before signing below:

The facts set forth in my application for employment are complete and accurate to the best of my knowledge. Any misrepresentation, false, or incomplete statement in my application will be justification for refusal of employment, or if employed, termination from Green Chimneys employment. Green Chimneys may verify all the information provided by me, including but not limited to education, employment, and the background screening information supplied in this application.

I voluntarily authorize Green Chimneys to verify information related to my education, employment (with the exception of current employer, until I have authorized such contact) and Background Screening information and release from liability all persons or entities supplying or collecting such information. Upon hire you will be required to submit to a state required fingerprint check. If you do not remain employed at Green Chimneys for a full six months, you will be required to reimburse the agency for the full cost of any pre-employment screening or background checks.

If employed, I will sign Green Chimneys' Oaths of Confidentiality regarding Client and Agency Information, in which I will agree to protect Green Chimneys confidential information and not disclose to Green Chimneys any confidential information of others. This agreement also sets forth the conditions under which I assign to Green Chimneys the entire right, title, and interest in certain data, procedures, research, publications, etc.

I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time and for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I understand that Green Chimneys is a Drug Free Work Place and that a condition of employment is successfully passing the required drug screening. If I fail the drug screening, I understand that any offer of employment is withdrawn.

I understand that animals and plants are essential components of Green Chimneys programs and that they are integrated into all of the programs and sites.

Signature of Applicant

Date