



1435 Route 44, Pleasant Valley, NY 12569
 Tel: (845) 635-8084 ❖ Fax: (845) 635-8083

EMPLOYMENT APPLICATION

Position Desired		Date		
PERSONAL	Name	Home Phone Number () ()		
	Address Street	Cell Phone Number () ()		
	City State Zip	Daytime Phone Number () ()		
	If hired, can you furnish proof that you are eligible to work in the United States?			<input type="checkbox"/> No <input type="checkbox"/> Yes
	Have you ever been employed by Dutchess ARC? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, when?		
	Have you ever been convicted of a crime? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please give details		
	Are you 18 years of age or over? <input type="checkbox"/> No <input type="checkbox"/> Yes	Have you ever applied to Dutchess ARC for a job? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per Diem	Which do you prefer? <input type="checkbox"/> 1st Shift <input type="checkbox"/> 2nd Shift <input type="checkbox"/> 3rd Shift	Can you work weekends? <input type="checkbox"/> No <input type="checkbox"/> Yes	
	U.S. Military Service	Branch or Unit	Highest Rank	
	Do you have a valid Driver's License? <input type="checkbox"/> No <input type="checkbox"/> Yes	License Number & State		
Has your license ever been suspended or revoked? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain				
How were you referred to Dutchess ARC?				
EDUCATION	Do you have a High School Diploma? <input type="checkbox"/> No <input type="checkbox"/> Yes	If no, do you have a GED? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	ALL APPLICANTS MUST PROVIDE THEIR ORIGINAL HS DIPLOMA/GED, COLLEGE DEGREE OR TRANSCRIPT IF OFFERED EMPLOYMENT			
	Type of School	Name and Address of School	Graduated Yes No	Type of Degree, Diploma or Certificate & Major/Minor Fields of Study
	High School and all Vocational Schools			
	All Colleges or Universities			
State Professional Licenses Held and Where Registered				
ACTIVITIES	List relevant education, training or volunteer experience with individuals with developmental disabilities.			

REFERENCE	LIST THREE PERSONAL REFERENCES WHO ARE NOT RELATIVES			
	Name	Address (Street, City, State, And Zip Code)	Phone Number	Occupation

EXPERIENCE	List employment in order from last to first. All sections must be completed even if resume is submitted.				
	May we contact your present employer? <input type="checkbox"/> No <input type="checkbox"/> Yes				
	Employer		Address		
	Phone Number	Date Started	Date Ended	Salary	Title
	Supervisor		Reason for Leaving		
	Duties Performed				
	Employer		Address		
	Phone Number	Date Started	Date Ended	Salary	Title
	Supervisor		Reason for leaving		
	Duties Performed				
	Employer		Address		
	Phone Number	Date Started	Date Ended	Salary	Title
	Supervisor		Reason for leaving		
	Duties Performed				

ALL QUALIFIED APPLICANTS ARE CONSIDERED FOR POSITIONS WITHOUT REGARD TO AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX (EXCEPT WHERE A BONA-FIDE OCCUPATIONAL QUALIFICATION EXISTS), DISABILITY, PREDISPOSING GENETIC CHARACTERISTICS, MARITAL STATUS, OR DOMESTIC VIOLENCE VICTIM STATUS.

AGREEMENT

I certify that answers given herein are true 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, In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the association. In signing this form, I certify that I understand all of the questions and statements in this application.

SIGNATURE OF APPLICANT

DATE

Dutchess ARC
1435 Route 44
Pleasant Valley, NY 12569

Application Reference Authorization

I hereby authorize Dutchess ARC to receive information about my employment record, work performance, abilities, character, and other qualities related to my qualifications for employment from former employees, individuals, and organizations which I have included on my employment application/resume.

I further release Dutchess ARC and its employees from any and all claims that I have or may have arising from the release of such information.

I have read and clearly understand the above statement.

Signature: _____ Date: _____

Print Name: _____

Though it is not a requirement, Dutchess ARC would appreciate the inclusion of your Social Security number on this application, as it is sometimes needed when checking references.

****Optional****

SS#: _____ - _____ - _____

In Case of Emergency, Notify:

Name: _____ Relationship: _____

Address: _____

_____ Phone: _____

Name: _____ Relationship: _____

Address: _____

_____ Phone: _____

CRIMINAL BACKGROUND CHECKS

All employees, volunteers, interns, consultants and contract individuals having, or with the potential to have, unsupervised or unrestricted physical contact with people receiving services under OPWDD and/or OMH must have an acceptable criminal background check completed on them prior to them beginning unsupervised work.

Criminal background checks will be completed through the Division of Criminal Justice Services in New York State and the FBI. OPWDD and OMH will deny applications automatically, for:

1. Felony conviction of a sex offense;
2. Felony conviction within the last ten years involving violence;
3. A conviction for endangering the welfare of an incompetent or physically disabled person pursuant to Section 260.25 of the penal law.

All other convictions will be reviewed on a case-by-case basis.

As an applicant at Dutchess ARC it is a requirement, as per OPWDD and OMH Regulation for you to disclose all convictions of misdemeanors or felonies in any jurisdiction and any pending criminal charges against you. Withholding or falsifying information will result in automatic dismissal.

If you are applying for a position in our human resources or finance office you do not have to complete the following. All other applicants must complete the following.

I certify that I have never been convicted of a misdemeanor or felony and that I have no criminal charges pending against me.

Print Name	Signature	Date
------------	-----------	------

[OR]

I certify that I have had the following conviction(s) and/or have the following criminal charges pending against me. Please list with complete description and date of conviction.

Misdemeanor: _____

Felony: _____

Pending Charges: _____

Print Name	Signature	Date
------------	-----------	------

DRIVING RECORD INFORMATION

PRINT NAME: _____

MOTORIST LICENSE #: _____ STATE: _____

Please complete either A or B below and sign at the bottom of the page.

A. I certify that I have a valid driver's license and that I have **never** had any driving convictions. Convictions include, but are not limited to, moving violations, suspensions, revocations, DWI, DWUI, and causing harm to human beings or property while driving.

SIGNATURE

DATE

*****OR*****

B. I certify that I have a valid driver's license and that I have had the following driving convictions:

<u>Type of Conviction</u>	<u>Date of Conviction</u>
_____	_____
_____	_____
_____	_____

SIGNATURE

DATE

If I were to become an employee of Dutchess ARC, I understand that part of my job responsibilities may be to operate agency vehicles. I understand that operating agency vehicles will be for agency business only and for transporting Dutchess ARC individuals only. I understand that it is against Agency policy to use Agency vehicles for personal use and for transporting anybody other than Dutchess ARC individuals.

I authorize Dutchess ARC to verify the information given above with the NYS Department of Motor Vehicles. Further, I understand that any false statements I make regarding my driving record will result in disciplinary action, up to and including termination.

SIGNATURE

DATE

ADDITIONAL REQUIREMENTS/EXPECTATIONS

VERIFICATION OF ACADEMIC CREDENTIALS

Once hired, all employees will be required to present their original HS Diploma/GED, college degree, professional license or official transcript. All diplomas, degrees and licenses must be the original as photocopies can not be accepted. All transcripts must be official since unofficial transcripts can not be accepted. All diplomas, degrees, professional licenses and transcripts must be presented no later than new hire paperwork or any offer of employment will be rescinded.

TB SCREENING

Once hired, all employees as well as interns and volunteers will be required to have an initial TB testing completed prior to their first day or orientation. If you have had this testing done within the past 12 months, please provide us with written results once an offer of employment has been made. Please note that a second testing may still be needed.

PHYSICAL REQUIREMENTS

All employees providing direct care will be expected to perform tasks that will require bending and lifting. The frequency and amount required to lift would vary depending on the needs of the program.

MANDATION

From time to time direct care staff may be required to work extra hours or at different locations to ensure adequate coverage.

EXCLUSION CHECK

All employees, interns and volunteers prior to being offered a position will be subject to an exclusion check. This check will be conducted through the (1) U.S. Department of Health and Human Services, Office of Inspector General, (2) the NYS Office of the Medicaid Inspector General and (3) the General Services Administration Excluded Parties List System. An exclusion check will identify individuals and entities currently excluded from participation in Medicare, Medicaid and all other Federal health care programs.

NEW HIRE ORIENTATION

Once hired, all employees as well as interns and volunteers will be required to attend new hire orientation. This training is held weekdays during the hours of 9am-4pm and lasts approximately one week.

By signing below you are acknowledge that you are aware of these requirements and expectations and that you are able to meet the above requirements and expectations.

Name: _____ Date: _____

Signature: _____

Memo To: All Applicants

From: The Human Resource Department

Re: Notification Letters

This memo is to inform you that only the applicants that participate in an interview will be informed if they are not offered a position at Dutchess ARC. All applications received will be kept in our files for six months.