



RACKER CENTERS
Creating Opportunities for People with Special Needs

Application for Employment

Human Resources Department
 3226 Wilkins Road
 Ithaca, NY 14850-9568

Entered _____ / _____ / _____
Screened _____
Ref to _____

Last Name	First	Middle	Position or type of work desired
Street Address			Location desired
City, State, Zip			Date available to work
Home Phone (include area code)		e-mail address	Social Security Number
Business Phone (include area code)			Pay Expected

Have you ever applied for employment with us?

No ___ Yes ___ If yes, Month and Year _____ Position _____

Are you legally eligible for employment in the United States? No _____ Yes _____

Are you 18 years of age or older? _____

How did you learn of the position for which you are applying (if an advertisement, please indicate publication)?

Type of employment desired (check appropriate box(es):	Days	Nights	Weekends	Full Time	Substitute	Part-time
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School	Name and Location of School	Course of Study	Years Completed	Did you Graduate?	Degree Received
Graduate School					
College					
High School					

Do you have professional License(s) or Certificate(s)? No _____ Yes _____ If yes, please list below:

License/Certificate	Issued by	Permanent or Temporary

Employment History, starting with present or most recent employer.

PLEASE DO NOT REFERENCE RESUME – Incomplete applications may not be processed

Company Name		Telephone (include area code)
Address		Dates of employment
Name of Supervisor	May we contact this employer?	Weekly Pay
Job Title and description of work		Reason for leaving

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Please list other pertinent work experience on an additional sheet if necessary.

Please list any relevant volunteer or internship experience.

Organization Name	Telephone (include area code)
Address	Dates of experience
Name of Supervisor	May we contact this organization?
Description of work	Reason for leaving

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Please list three personal references (not former employers, relatives or life partners).

Name & Occupation	Address	Telephone Number

Motor Vehicle Record

Do you have a current valid driver's license? No _____ Yes _____ State and license number required _____

Have you ever been convicted of a motor vehicle moving violation, including, but not limited to, alcohol and drug related offenses? No _____ Yes _____
If yes, please indicate any suspension, revocation, DWI, convictions or any occurrence involving harm to human beings or property while driving:

Criminal Conviction Record

Depending upon the position applied for, applicants will be subject to a criminal background check, which includes fingerprinting.

Do you have any criminal charges pending adjudication? No _____ Yes _____
If yes, list date(s) and charges:

Have you ever been convicted or pled guilty to a crime? No _____ Yes _____
If yes, list date(s) and conviction:

Staff whose position requires regular and substantial contact with children cared for by Franziska Racker Centers must be screened by the NYS Central Registry to determine if there have been founded allegations of child abuse or maltreatment.

Have you ever been the subject of an Indicated Report of Child Abuse or Maltreatment? No _____ Yes _____

An Indicated Report of Child Abuse is a report on file with the State Central Register of the New York State Department of Social Services because some credible evidence exists to support that an individual was involved in a case of child abuse and/or maltreatment.

In connection with my application for employment, I understand that a consumer report, investigative consumer report, criminal background check, and/or fingerprinting may be requested as well as information regarding my character, work habits, performance and experience along with reasons for termination of past employment.

I understand that if an offer of employment is made, I must comply with FRC employee health requirements. I also understand that I must provide proof that I am free of communicable diseases as required by New York State law and regulation. I understand that as directed by company policy and consistent with the job described you may be requesting information from public and private sources about my workers' compensation injuries, court record, driving record, education, credentials, credit and references.

To the best of my knowledge, the information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

If employed, I agree to abide by Franziska Racker Centers' policies and procedures.

Signature

Date

Franziska Racker Centers is an Equal Opportunity Employer.