TRANSITIONAL SERVICES OF NEW YORK FOR LONG ISLAND, INC.

HAVEN HOUSE/BRIDGES, INC.

EMPLOYMENT APPLICATION

|  |  |  |  |
| --- | --- | --- | --- |
| Date of application |  | Date available to work |  |
| Position applying for |  | Referred by |  |

|  |  |
| --- | --- |
| Name |  |
| (Last) ( First) (Middle Initial) |
| Address |  |
| (Street) (City) (State) ( Zip) |
| Preferred Telephone |  |
| Email |  |
|  |
| NYS Driver’s License | [ ]  Yes [ ]  No |
| Classification |  | Personal Auto | [ ]  Yes [ ]  No |
| Restrictions (note if any) |  |

EDUCATION

|  |  |
| --- | --- |
| High School (name/address) |  |
| High School Diploma  | [ ]  Yes [ ]  No | GED | [ ]  Yes [ ]  No |
| College (name/address) |  |
| Major |  | Degree |  |
| Degree Awarded | [ ]  Yes [ ]  No | # of years attended |  |
| Special Training |  |
| Internships/Volunteer Activities |  |

**EMPLOYMENT HISTORY (most recent first; reverse chronological order)**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | Dates Employed  |  |
| Address |  |
| (Street) (City) (State) ( Zip) |
| Supervisor Name/Title |  | Telephone |  |
| Job Title/Duties |  |
| Reason for Leaving |   |
| Employer |  | Dates Employed  |  |
| Address |  |
| (Street) (City) (State) ( Zip) |
| Supervisor Name/Title |  | Telephone |  |
| Job Title/Duties |  |
| Reason for Leaving |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | Dates Employed  |  |
| Address |  |
| (Street) (City) (State) ( Zip) |
| Supervisor Name/Title |  | Telephone |  |
| Job Title/Duties |  |
| Reason for Leaving |   |

PROFESSIONAL REFERENCES (References must be professional, no friends, family or co-workers. References will be contacted, and documentation retained.)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Telephone |  |
| Company/Address |  | Relationship |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Telephone |  |
| Company/Address |  | Relationship |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Telephone |  |
| Company/Address |  | Relationship |  |

|  |  |
| --- | --- |
| May we contact your present employer(s)? | [ ]  Yes [ ]  No |
| May we contact your former employer(s)? | [ ]  Yes [ ]  No |

I affirm that all information provided in this employment application or any other document for which I supplied information is true and correct. If we discover that any information stated herein is not true or correct, it will lead to immediate termination.

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Signature Date

I have never been convicted of a crime in this state or any other jurisdiction.

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|  |

Signature Date

Space below may be used to explain conviction circumstances. You may request additional paper.

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This application does not constitute an offer of employment. Employment is at will and for no definite time period.

\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\*

**TRANSITIONAL SERVICES OF NEW YORK FOR LONG ISLAND, INC.**

**HAVEN HOUSE/BRIDGES, INC.**

**Applicant's Statement**

The information I have provided on this application is accurate to the best of my knowledge and subject to verification by TSLI/HHB. I understand that any untrue statement or misrepresentation of fact in my application materials will be justification for dismissal.

I understand that any offer of employment by TSLI/HHB is conditional upon the satisfactory completion of all reference and clearance checks which may include information as to my work history and work habits, character, personal characteristics or general reputation obtained through interviews with business associates, professional references or through the New York State Office of Children and Family Services. I understand that any offer of employment is contingent upon fingerprinting results from the Office of Mental Health or the Department of Social Services.

I hereby authorize TSLI/HHB to obtain this information.

I understand that if employed, I am required to abide by all rules, regulations and policies of TSLI/HHB.

I understand that the use of this application does not indicate that there are any positions open and does not in any way obligate TSLI/HHB to offer me employment.

I understand that any offer of employment is subject to my providing proof of work eligibility, as required by federal law.

I understand that, if I am employed, my employment is not for any specific period and may be terminated at will by TSLI/HHB or me at any time and for any or no reason. I acknowledge that no other representations concerning the term of employment have been made to, or relied on by, me.

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Signature Date

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**TRANSITIONAL SERVICES OF NEW YORK FOR LONG ISLAND, INC.**

**HAVEN HOUSE/BRIDGES, INC.**

**CONSENT TO RELEASE INFORMATION**

**FOR EMPLOYMENT REFERENCE**

|  |  |  |
| --- | --- | --- |
| I, |  | , hereby authorize the release of all information related to my |
|  | (Print Name) |  |

|  |  |  |
| --- | --- | --- |
| employment with |  | to TSLI/HHB. |
|  | (Former or Current Employer) |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

Signature Date

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|  | (Former or Current Employer) |  |

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Signature Date

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