

**APPLICATION FOR EMPLOYMENT**

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, marital status, physical or mental handicap, or veteran status.



Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date   /   /

Street Address \_\_\_\_\_

City \_\_\_\_\_ State   Zip

Telephone ( \_\_\_\_\_ ) - \_\_\_\_\_ Social Security #

Position applied for \_\_\_\_\_

How did you hear of this opening \_\_\_\_\_

When can you start \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you eligible to work in the United States?  Yes  No

If not a citizen, type of visa: \_\_\_\_\_

Are you looking for full time employment?  Yes  No

If no, what hours are you available? \_\_\_\_\_

Have you ever been convicted of, or pleaded guilty to, a crime excluding misdemeanors and summary offenses?  Yes  No

If yes, please fully describe the circumstances:  
\_\_\_\_\_  
\_\_\_\_\_

High School:

School: \_\_\_\_\_ Location: \_\_\_\_\_ Graduated:  Yes  No

Other Education (School, Location, Degree Awarded, and date):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition to your work history, are there are other skills, qualifications, or experience we should consider

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employment History: (Start with most recent employer.)

Company name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Date Started [ ] [ ] / [ ] [ ] / [ ] [ ] Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended [ ] [ ] / [ ] [ ] / [ ] [ ] Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Date Started [ ] [ ] / [ ] [ ] / [ ] [ ] Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended [ ] [ ] / [ ] [ ] / [ ] [ ] Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Date Started [ ] [ ] / [ ] [ ] / [ ] [ ] Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended [ ] [ ] / [ ] [ ] / [ ] [ ] Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Were you in the US Armed Forces?  Yes  No If yes, what branch? \_\_\_\_\_  
Rank at Discharge \_\_\_\_\_

Please provide three references on a separate sheet of paper.

Applicants Certification and Agreement

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient for dismissal.

You are hereby authorized to make any investigation of my personal history and financial credit record through any investigation or credit agencies or bureaus of your choice. I authorize a criminal records and a child abuse state central registry check to be made concerning my suitability for employment. Any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect or related acts that would pose risks to children or the ACCORD/CASA Program credibility will not be hired. Each applicant is reviewed on a case-by-case basis. I understand the information in this application and otherwise obtained will be used only for determining my eligibility for employment and will be kept confidential. (If I request you will advise me whether or not such a report was requested, and if so, you will provide the name and address of the agency which furnished the report to you).

I understand and agree that if I am hired, my employment at Accord is for no definite period and is terminable without cause. I further understand that the terms of this application cannot be changed or modified except by written agreement signed by an authorized representative of Accord.

\_\_\_\_\_  
Signature of Applicant [ ] [ ] / [ ] [ ] / [ ] [ ]  
Date

An Equal Opportunity Employer.  
M/F/H/V

Accord, A Center for Dispute Resolution, Inc.  
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Second Floor  
Binghamton, NY 13901