



Employment Application

Arbor Housing and Development is an affirmative action/equal opportunity employer

- DIRECTIONS:
- Type or print, using black ink
 - If you need additional space, attach a supplemental sheet
 - Sign the completed application

16 W. William Street, P.O. Box 31
 Bath, NY 14810
 (607) 776-7664 / (607) 776-9118 {Fax}
www.ArborDevelopment.org

APPLICANT INFORMATION

Full Name:						Date:			
<i>Last</i>			<i>First</i>			<i>M.I.</i>			
Address:									
<i>Street Address</i>						<i>Apartment/Unit #</i>			
<i>City</i>						<i>State</i>		<i>ZIP Code</i>	
Phone:	()			E-mail Address:					
Date Available:					Desired Salary:		\$		
Position Applying for:									
Referred by:									
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?					
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>						
If yes, explain:									
Are you applying for:		<input type="checkbox"/> F/T	<input type="checkbox"/> P/T	<input type="checkbox"/> Temp/Per-Diem					
Shifts available to work:		<input type="checkbox"/> Days	<input type="checkbox"/> Evenings	<input type="checkbox"/> Nights					
Special Skills, Certifications, Licensures, etc. for position applying:									

EDUCATION

High School:				Address:					
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:		
College:				Address:					
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:		
Other:				Address:					
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:		

MILITARY SERVICE

Branch:		From:		To:	
Rank at Discharge:		Type of Discharge:			
If other than honorable, explain:					
PREVIOUS EMPLOYMENT <i>(starting with most recent)</i>					
Company:				Phone:	()
Address:				Supervisor:	
Job Title:		Starting Salary:	\$	Ending Salary:	\$
Responsibilities:					
From:		To:		Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Company:				Phone:	()
Address:				Supervisor:	
Job Title:		Starting Salary:	\$	Ending Salary:	\$
Responsibilities:					
From:		To:		Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Company:				Phone:	()
Address:				Supervisor:	
Job Title:		Starting Salary:	\$	Ending Salary:	\$
Responsibilities:					
From:		To:		Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Company:				Phone:	()
Address:				Supervisor:	
Job Title:		Starting Salary:	\$	Ending Salary:	\$
Responsibilities:					
From:		To:		Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Company:				Phone:	()
Address:				Supervisor:	
Job Title:		Starting Salary:	\$	Ending Salary:	\$
Responsibilities:					

From:		To:		Reason for Leaving:	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

REFERENCES

Please list Four (4) professional references.

Full Name:		Relationship:	
Company:		Phone:	()
Address:			
Full Name:		Relationship:	
Company:		Phone:	()
Address:			
Full Name:		Relationship:	
Company:		Phone:	()
Address:			
Full Name:		Relationship:	
Company:		Phone:	()
Address:			



Steuben Churchpeople Against Poverty, Inc. – dba Arbor Housing and Development is an Equal Opportunity Employer. Arbor Housing and Development considers applicants for all positions without regard to race, color, creed, religion, sex, national origin, sexual orientation, marital, veteran status, the presence of a non-related condition or handicap, or any other legally protected status.

This document does not constitute an employment offer or contract.

Disclaimer and Signature

I hereby certify that I have truthfully completed this application to the best of my knowledge. I authorize and consent the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also authorize the employers, educational institutions, or persons named above to provide information regarding my employment, education, character, and qualifications. I understand that misrepresentation or omission of facts is grounds for dismissal.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an at-will nature, which means that the Employee may resign at any time, and the Employer may discharge the Employee at any time with or without cause. It is further understood that this at-will employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized officer of this organization.

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 Arbor Housing and Development.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Arranged Interview: Yes No Interview Date: _____

Comments: _____

Hired: Yes No Starting Date: _____

Position: _____

Program: _____ Salary: _____

Supervisor: _____