

DePaul Housing Management Corporation

41 N. Main Avenue

Albany, NY 12203

Tel. (518) 459-0183

Fax # (518) 459-0202

Website: www.depaulhousing.com

APPLICATION FOR EMPLOYMENT

This corporation is an equal opportunity employer. We recruit, hire, train and promote without discrimination due to race, color, religion, sex, national origin, ancestry, marital status, age, sexual orientation, disability, or other protective classification.

PLEASE COMPLETE THE APPLICATION *IN FULL* AND PRINT ALL REQUIRED INFORMATION *LEGIBLY*
-- THANK YOU!

Date Completed _____

EMPLOYMENT DESIRED

POSITION OR TYPE OF WORK SOUGHT: _____

SEEKING: (Please check all that apply)

Full Time

Weekend Program

Day

Per Diem

Temporary

Evening

Part Time

Summer

Night

Hours per week desired: _____

Agency, Program or Site desired: _____

Specify days (please circle all that apply): Mon Tues Wed Thurs Fri Sat Sun

Are you available to work weekends? Yes No Evenings? Yes No Nights? Yes No

PERSONAL INFORMATION

Last Name First Middle Other Names By Which You Have Been Known

Address (Street Number) City State Zip

Telephone Number Alternate Number Where You May Be Contacted Social Security Number

() ()

Are You 18 Years or Older? Yes No

Do you have a legal right to work in the U.S.? Yes No

You will be required to furnish proof of lawful work status if you are extended a job offer.

HOW DID YOU LEARN ABOUT THIS POSITION? NEWSPAPER INTERNET FRIEND CALL/WALK-IN OTHER

HAVE YOU EVER BEEN EMPLOYED BY CATHOLIC CHARITIES, DEPAUL HOUSING MANAGEMENT OR THE DIOCESE OF ALBANY?

Yes No

IF YES, PLEASE COMPLETE THE FOLLOWING:

Catholic Charities – Pls. list agency/program below:

DePaul Housing _ Pls. list site/program below

Diocese of Albany – Pls. list dept./service below:

Please list any relatives who are currently employed at Catholic Charities, DePaul Housing Management or the Diocese of Albany:

Name Relationship

Please specify which agency/program/site. where s/he works.

IN WHAT CAPACITY? _____

DATES EMPLOYED: FROM _____ TO _____

APPLICANT'S CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

Equal Opportunity Employment Policy:

DePaul Housing Management maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. In compliance with federal and state laws, DePaul Housing Management hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, sexual orientation, age, religion, marital status, citizenship, national origin, physical or mental handicap. This policy also applies to disabled veterans of the Vietnam Era.

CERTIFICATIONS

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time except for any reason as prohibited by applicable state or federal law; this "employment at-will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the Chief Executive Officer of this organization. I understand that this application is not a contract of employment.

I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof within the first three days of employment will result in termination of employment.

I also understand that any handbooks, manuals, policies and procedures maintained by DePaul Housing Management are not contractual in nature and may be amended or abolished at the sole discretion of and DePaul Housing Management.

I understand this application will be active for a period of one year; after that time; if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms therein, except my current employer if so noted, to provide any information requested about me, and I release them and DePaul Housing Management from all liability for damage in providing and requesting this information.

I understand that as a condition of my employment I may be required to submit to the following: post-offer pre-employment physical and drug screen, DMV check, criminal background check and child abuse background check.

I certify that all the statements on this application, on related papers and in interviews, are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature of Applicant _____ Date _____

PLEASE PROVIDE THREE PROFESSIONAL OR WORK REFERENCES.

FOR INTERNAL USE, ONLY	
INTERVIEWED BY _____	
NAME	DATE
INTERVIEWED BY _____	
NAME	DATE

Please list your job history in full for the past ten years or last three employers, starting with your present or most recent employment and noting any periods in which you were not employed in the section marked "additional information". Also include all *relevant* employment/experience prior to ten years. (Please request an additional page for work experience if there is not enough room provided below). If you wish to enclose a resumé, you may do so, but this application must still be completed in full. Please include military service and internships.

EMPLOYMENT HISTORY

From (Month/Year)	Name and Address of Employer: Name _____	Immediate Supervisor: Name _____
To (Month/Year)	Address _____	Title _____
Last Salary	Position Title: _____	Phone _____

If present employer, may we contact? Yes _____ No _____ Status: Full Time _____ Part Time _____ As Needed _____
 Avg. Hours/Week: _____

Describe your principle duties or responsibilities: _____

Reason for leaving: _____

From (Month/Year)	Name and Address of Employer: Name _____	Immediate Supervisor: Name _____
To (Month/Year)	Address _____	Title _____
Last Salary	Position Title: _____	Phone _____

If present employer, may we contact? Yes _____ No _____ Status: Full Time _____ Part Time _____ As Needed _____
 Avg. Hours/Week: _____

Describe your principle duties or responsibilities: _____

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To (Month/Year)	Address _____	Title _____
Last Salary	Position Title: _____	Phone _____

If present employer, may we contact? Yes _____ No _____ Status: Full Time _____ Part Time _____ As Needed _____
 Avg. Hours/Week: _____

Describe your principle duties or responsibilities: _____

Reason for leaving: _____

Have you ever been convicted of a felony? Yes _____ No _____ If Yes, give details: _____

Please note: A criminal conviction is not an absolute bar to employment but will be considered in relation to specific job requirements.

Have you ever been convicted of child abuse or maltreatment? Yes _____ No _____ If Yes, give details: _____

Please note: A conviction is not an absolute bar to employment but will be considered in relation to specific job requirements.

EDUCATION

Please complete all that apply:

	<u>Name of School</u>	<u>City, State</u>	<u>Degree Completed</u>	<u>Major/Course of Study</u>
High School	_____	_____	_____	_____
Vocation/Trade School	_____	_____	_____	_____
Associate's Degree	_____	_____	_____	B.A.
or B.S. Degree	_____	_____	_____	_____
Master's Degree	_____	_____	_____	_____
Post Master's Degree	_____	_____	_____	_____

List any courses or training completed outside of the above degreed programs that would be relevant for the position sought:

PROFESSIONAL LICENSURE, REGISTRY, CERTIFICATION

DePaul Housing Management requires that all registered, licensed and certified employees submit proof of same to his/her employer. Copy required upon employment.

<u>Type of License, Registry or Certification</u>	<u>Issuing State or Organization</u>	<u>Number</u>	<u>Expiration Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If not currently registered, licensed or certified, are you eligible? Yes _____ No _____

When will you/did you sit for your examination? Date _____

SPECIAL SKILLS

Please indicate any special skills that you possess: (Computer, Word Processing skills, etc.)

ADDITIONAL INFORMATION

Please include any additional information that you think would be applicable; e.g., volunteer work, membership in professional organizations, hobbies or outside interests, additional relevant employment, and explanation of any gaps in employment. Exclude any information, which would denote race, sex, marital status, age, national origin, religion or political affiliations.

APPLICANT NAME: _____

DATE: _____

EMPLOYMENT HISTORY, CONTINUED

From (Month/Year)	Name and Address of Employer: Name _____	Immediate Supervisor: Name _____
To (Month/Year)	Address _____	Title _____
Last Salary	Position Title: _____	Phone _____

If present employer, may we contact? Yes _____ No _____ Status: Full Time _____ Part Time _____ As Needed _____
Avg. Hours/Week: _____

Describe your principle duties or responsibilities: _____

Reason for leaving: _____

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To (Month/Year)	Address _____	Title _____
Last Salary	Position Title: _____	Phone _____

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Avg. Hours/Week: _____

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