



*Chenango Valley Home & Apartments*

**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

(Please print clearly)

**DATE:**

How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employee <input type="checkbox"/> Internet <input type="checkbox"/> Walk-In <input type="checkbox"/> Other: _____			
Last	First	Middle Initial	Social Security Number
Address		City	State/Zip code
Home Telephone: (     )		Alternate Number: (     )	
Have you ever been convicted of a felony which has not been expunged or sealed by a court? *			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, set forth the nature and dates of the conviction, and a date of release from prison:			

\*Factors such as age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.

**JOB INTEREST**

Position Applied For:	Date Available:	Shift willing to work? <input type="checkbox"/> 7am – 3pm <input type="checkbox"/> 3pm – 11pm <input type="checkbox"/> 11pm – 7am <input type="checkbox"/> any
Have you ever filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date(s)	Any other name(s) under which you have been previously employed?	
Are you acquainted with or related to any employee who works here? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify name and relationship:		
Do you have any physical condition which may limit your ability to perform the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:		

**U.S. MILITARY SERVICE**

Branch/Duty	Military Specialty	Highest Rank	Special honors/special training
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**Special Skills and Qualifications:** Summarize special job-related skills and qualifications acquired from employment or other experience. \_\_\_\_\_

**EMPLOYMENT HISTORY** (Begin with the most recent position)

<b>1</b>	Employer:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Employed		Position:
	Address:		From	To	Responsibilities:
	City/State/Zip code:				
	Telephone:	Annual Salary or Hourly Rate			
	Supervisor:	Starting	Final		
	Reason for leaving:				

<b>2</b>	Employer:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Employed		Position:
	Address:		From	To	Responsibilities:
	City/State/Zip code:				
	Telephone:	Annual Salary or Hourly Rate			
	Supervisor:	Starting	Final		
	Reason for leaving:				

<b>3</b>	Employer:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Employed		Position:
	Address:		From	To	Responsibilities:
	City/State/Zip code:				
	Telephone:	Annual Salary or Hourly Rate			
	Supervisor:	Starting	Final		
	Reason for leaving:				

<b>4</b>	Employer:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Employed		Position:
	Address:		From	To	Responsibilities:
	City/State/Zip code:				
	Telephone:	Annual Salary or Hourly Rate			
	Supervisor:	Starting	Final		
	Reason for leaving:				

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**EDUCATION**

School Name	City and State	Major Course of Study	Highest Grade Completed
High School/GED			
College			
Trade School/Other			
<b>Special Skills and Qualifications:</b> Summarize special job-related skills and qualifications acquired from employment or other experience. _____			

**Special Skills and Qualifications:** Summarize special job-related skills and qualifications acquired from employment or other experience. \_\_\_\_\_

If you need additional space, please continue on a separate sheet of paper.

**REFERENCES**

Give names of three persons to whom are not related to you and that you have not been employed by them

Name	Address (Be specific)	Telephone	Occupation	Years Known
1.				
2.				
3.				

**REFERENCE CHECK AUTHORIZATION**

We are in possession of your application and reference listed therein. In the interest of fairness to you and our company, we would like to verify those references. Please read the statement below. If you do not object to this statement, please sign as indicated to allow us to verify the information you have provided.

I, \_\_\_\_\_, am applying for employment at The Chenango Valley Home & Apartments. I hereby authorize the company to verify by telephone or letter all or any references I have offered. I understand that employment may not be offered if I have provided false information. I also understand that even if all references are verified, employment is **NOT** guaranteed.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## CONDITIONS FOR EMPLOYMENT

Please read the following statement carefully as they constitute conditions for employment with CVH&A.

1. The information I have provided on this application is accurate and true to the best of my knowledge.
2. I understand that any misrepresentation or omission on my application, resume or during the interviewing process may result in the refusal of employment, or, if employed, my immediate termination from CVH&A employment.
3. I authorize the person, school, current and prior employers, organizations and references named in this application to verify the information I have provided and to provide any information they have regarding me, whether or not it is in their records and to provide CVH&A with information that may be requested by CVH&A to arrive at an employment decision.
4. I agree to protect confidential information, and proprietary information of CVH&A, and of CVH&A residents. I will not disclose to CVH&A any confidential information of others.
5. I will be able, if hired, to certify that I am immediately authorized to work in the United States of America for CVH&A, and understand that in accordance with the Immigration Reform and control Act that I will be required to provide timely documentation of identity and employment eligibility.
6. I agree that I will, if employed, immediately read CVH&A's Handbook and that I will conduct myself in accordance with that and all other CVH&A under policies, rules and regulations throughout my employment with CVH&A. I agree that any violation of any policy, rule or regulation may result in my immediate termination.
7. **Tuberculosis Bacillus (TB) Testing:** all employees who have significant contact with our residents, receive a pre-employment testing with Purified Protein Derivative (PPD), or that he/she provided documentation of previous test results within the past 12 months.
8. I understand and agree that if I am employed, I shall be employed on an at-will basis. As an at-will employee, I understand and agree that either CVH&A or I can terminate our employment relationship at any time for any reason, with or without advance notice and with or without cause. I understand and agree that although over the course of my employment, other terms and conditions of my employment may change, the at-will term of my employment will not change.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Chenango Valley Home & Apartments is an Equal Opportunity Employer**