

Care Net Pregnancy Center of Central New York is a Christian outreach. Our mission is to share the love of Jesus Christ, promote the value of human life, educate toward sexual risk avoidance, and help individuals suffering from pregnancy loss. We do not provide or refer for abortion.

Our vision is a culture in which every person values and preserves life.

**Employment and Volunteer Application**

(Please PRINT clearly) To be considered for employment or a volunteer position this application must be completed in full, even if a resume is provided. It must be signed personally by the applicant.

**Date of Application \_\_\_\_\_\_\_\_\_\_\_\_\_ Position (s) Applied For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Available to Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary Desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Position Desired: \_\_\_\_ Full-time \_\_\_\_ Part-time \_\_\_\_ Temporary \_\_\_\_\_ Volunteer**

Personal Information

|  |  |
| --- | --- |
| Name |  |
|   | Last  | First  | Middle  |
| Address  |  |
|  | Number  | Street  | City | State  | Zip Code |
|  |  |  |  |  |  |
| Home Number |  | Cell |  |
| Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please indicate the days you are available to work or volunteer (check all that apply):

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday

Which days are you NOT AVAILABLE between the hours of 9:00 A.M. and 5:00 P.M.:

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

Are you 18 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been served at Care Net before? \_\_\_Yes \_\_\_No

 If yes, give dates: From \_\_\_/\_\_\_/\_\_\_\_\_ To \_\_\_/\_\_\_/\_\_\_\_\_

Are you currently employed? \_\_\_Yes \_\_\_No

 If yes, may we contact your present employer? \_\_\_Yes \_\_\_No

Are you legally eligible for employment in the United States? \_\_\_Yes \_\_\_No

 *(Proof of citizenship or immigration status will be required upon employment.)*

All applicants and employees must, as a condition of employment or volunteerism, inform the organization of all convictions. This includes all convictions received within the past seven years, while your application is pending, and within seven days of receiving a conviction if currently employed.

Have you been convicted of, and/or pleaded guilty to, a felony or misdemeanor in the past seven (7) years? \_\_\_Yes \_\_\_No

Do you have any currently pending arrests or accusations against you at this time? \_\_\_Yes \_\_\_No

If you answered ‘yes’ and have been convicted of a felony or misdemeanor, **please provide additional information below** such as the crime(s), the nature of offense(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. Only job related convictions will be considered. An arrest and/or conviction will not automatically disqualify you from employment. Employment decisions based on a conviction take into consideration many factors, such as age and date of conviction, the extent to which the offense relates to the particular functions of the job applied for, the serious of the offense, rehabilitation, etc. The organization reserves the right to reject individuals for employment based on job-related convictions.

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What is your reason for seeking employment or a volunteer position here?

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Education/Training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name & Location** | **Circle last year completed** | **Graduate?** | **Major/Degree Received** |
| **High School** |  | 9 10 11 12 | YesNo |  |
| **College** |  | 1 2 3 4 | YesNo |  |
| **Nursing, Trade, Business, etc.** |  | 1 2 3 4 | YesNo |  |
| **Graduate Degree** |  | 1 2 3 4 | YesNo |  |

|  |
| --- |
| **Special Study/Internship/Research/Honors received:**  |
|  |
|  |
| **Job Related Skills (licenses):**  |
|  |
|  |
| **Job Related Activities/Professional Memberships/Offices held:** |
|  |
|  |

References

Please provide one pastoral, two employment, and two personal references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Pastor:  |  | Telephone: |  |
|  | Church: |  |
|   | Address: |  |
|  | Relationship and years acquainted:  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. | Name:  |  | Telephone: |  |
|  | Address:  |  |
|  | Relationship and years acquainted:  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3. | Name:  |  | Telephone: |  |
|  | Address:  |  |
|  | Relationship and years acquainted:  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. | Name:  |  | Telephone: |  |
|  | Address:  |  |
|  | Relationship and years acquainted:  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5. | Name:  |  | Telephone: |  |
|  | Address:  |  |
|  | Relationship and years acquainted:  |  |

Employment Experience

Start with most recent job. Include job related military service assignments and volunteer activities. (You may exclude organization names that would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status.)

|  |  |  |
| --- | --- | --- |
| **1.** | **Employer:** | **From: To:** |
| **Address:****Phone Number:** | **Ending Salary/wage** | **Job Title:****Supervisor:** |
| **Work Performed:** | **Reason for Leaving:** |
| **2.** | **Employer:** | **From: To:** |
| **Address:****Phone Number:** | **Ending Salary/wage** | **Job Title:****Supervisor:** |
|  | **Work Performed:** | **Reason for Leaving:** |
| **3.** | **Employer:** | **From: To:** |
| **Address:****Phone Number:** | **Ending Salary/wage** | **Job Title:****Supervisor:** |
| **Work Performed:** | **Reason for Leaving:** |

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

**NOTES (additional job related information):**

Applicant's Pre-employment and volunteer Statement

Please read carefully and sign the statement below.

I understand and agree that:

* 1. The information given herein is true and complete to the best of my knowledge. Any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.
	2. I authorize investigation and verification of all statements contained in this application for employment as may be necessary in arriving at an employment decision (including employment reference checking and background/credit check). I release my prospective employer and any person or entity providing such reference information from any and all liability relating to the provision of such information or relating to any employment decisions based upon such information.
	3. This application for employment shall be considered active for a period of time not to exceed 180 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.
	4. Neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and me in writing. **If I am hired, my employment will be “at will” and without fixed term and may be terminated at any time.**
	5. I am required to abide by all rules and regulations of the employer. I understand, also, that I must be willing and able to demonstrate commitment to Care Net Pregnancy Center of Central New York’s mission, vision, core operational values and core beliefs in the execution of position responsibilities.
	6. Completing this form does not indicate there is an available position and does not obligate the Company to hire me.

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Signature of Applicant Date