

APPLICATION FOR EMPLOYMENT

Allegany County Community Opportunities for Rural Development (ACCORD) Corporation

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.

Position Desired: _____ [] Part time [] Full time Date: _____

Name: _____
(Print) Last First Middle

Present Address: _____
Street and Number City State How long have you lived there? _____
Years/Months

Previous Address: _____
Street and Number City State How long did you live there? _____
Years/Months

Telephone No.: (____) _____ - _____

Have you ever worked for this Company before? [] Yes [] No
 If yes, please give dates and position: _____

Have you ever pled guilty, or no contest to, or been convicted of any misdemeanor or felony? [] Yes [] No
 If yes, please give the date(s) and details: _____

Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? [] Yes [] No
 If yes, please give the date(s) and details: _____

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests or convictions, which have been sealed or expunged in answering this question.)

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Present or Last Employer	<u>Employed</u>	<u>Pay</u>	<u>Your Title or Position</u>	<u>Exact Reason for Leaving</u>
Address	From (mo/yr)	Start \$	Name and Title of <u>Last Supervisor</u>	
City, State, Zip Code	To (mo/yr)	Final \$		
Telephone				
Previous Employer	<u>Employed</u>	<u>Pay</u>	<u>Your Title or Position</u>	<u>Exact Reason for Leaving</u>
Address	From (mo/yr)	Start \$	Name and Title of <u>Last Supervisor</u>	
City, State, Zip Code	To (mo/yr)	Final \$		
Telephone				

Previous Employer Address City, State, Zip Code Telephone	<u>Employed</u> From (mo/yr) To (mo/yr)	<u>Pay</u> Start \$ Final \$	<u>Your Title or Position</u> Name and Title of <u>Last Supervisor</u>	<u>Exact Reason for Leaving</u>
Previous Employer Address City, State, Zip Code Telephone	<u>Employed</u> From (mo/yr) To (mo/yr)	<u>Pay</u> Start \$ Final \$	<u>Your Title or Position</u> Name and Title of <u>Last Supervisor</u>	<u>Exact Reason for Leaving</u>
Previous Employer Address City, State, Zip Code Telephone	<u>Employed</u> From (mo/yr) To (mo/yr)	<u>Pay</u> Start \$ Final \$	<u>Your Title or Position</u> Name and Title of <u>Last Supervisor</u>	<u>Exact Reason for Leaving</u>

Have you ever been terminated or asked to resign from any job? Yes No

If yes, please explain circumstances: _____

Please explain fully any gaps in your employment history: _____

May we contact your current employer? Yes No

If no, please explain: _____

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying: _____

Have you ever used another name? Yes No

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? Yes No

If yes, please explain: _____

If hired, can you furnish proof that you are over 18 years of age? Yes No

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying?
 Yes No If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job? _____

State any additional information you feel may be helpful to us in considering your application. _____

Do you have adequate transportation to and from work? [] Yes [] No

EDUCATION

School Name	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
Elementary:	4 5 6 7 8			
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade or Correspondence:				
Other:				

PERSONAL REFERENCES

Please list persons who know you well -- **not** previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

Date

Signature of Applicant

APPLICANT'S STATEMENT & AGREEMENT

In the event of my employment to a position at ACCORD Corporation, I will comply with all rules and regulations of said Corporation. I also understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination and related tests to ACCORD Corporation. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated.

I understand that ACCORD Corporation may investigate my driving record and my criminal record and with the NYS Central Register on Child Abuse and Maltreatment and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written inquiry within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I further understand that ACCORD Corporation may contact my previous employers and I authorize those employers to disclose to ACCORD Corporation all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to ACCORD Corporation, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide ACCORD Corporation with any pertinent information they may have regarding myself.

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by ACCORD Corporation at any time and for any reason whatsoever, with or without good cause at the option of either ACCORD Corporation or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the Executive Director. No supervisor or representative of ACCORD Corporation, other than the Executive Director, has any authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between ACCORD Corporation and the employee regarding the rights of said Corporation or the employee to terminate employment with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of the employee and ACCORD Corporation.

If you have any questions regarding this statement, please ask an ACCORD Corporation representative before signing. I hereby acknowledge that I have read the above statements and understand the same.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT

SIGNATURE OF APPLICANT

DATE