



Employment Application

3 West Broadway, Oneonta, NY 13820

All applicants must submit a resume and cover letter with application

An equal opportunity employer / Employment at will agency

How did you learn of this position (check box)?

- Oneonta Daily Star
- Pennysaver
- Freeman's Journal
- OFO Website
- Hometown Oneonta
- Other (name source): _____

PERSONAL

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip Code)

Telephone: _____
(Area Code)

Email Address: _____

Do you possess a valid NY State Driver's License? Yes No

Have you been convicted of a crime? Yes No If yes, explain: _____
OFO follows N.Y.S. Correction Law: Article 23-A and does not unfairly discriminate against persons previously convicted of criminal offenses.

Are you eligible to work in the United States? Yes No

Have you worked at OFO before? Yes No If yes, what position and when? _____

JOB INTERESTS AND SKILLS

Position(s) applied for: _____
Specific job title required
Use separate lines if applying for multiple positions

Position One: _____
 Position Two: _____
 Position Three: _____

Type of employment requested Full Time Part Time Date you could begin working: _____

Computer software you have used: _____

Special skills or qualifications: _____

EDUCATION

Type of School	Name and Location	Course of Study	Number of Years	Degree, Diploma, Certificate, and Honors Received
High School				
College/University				
Other Education				
Other Education				

EMPLOYMENT HISTORY *(List Most Recent First)*

1. Name of Employer: _____
Address: _____ Phone: _____
(Street) (City) (State) (Zip Code)
Supervisor and Title: _____ Your Title: _____
Employed From _____ to _____ Starting Salary: _____ Ending Salary: _____
If this is current employer, may we contact them for a reference? Yes No
Work Performed: _____

Reason for Leaving: _____

2. Name of Employer: _____
Address: _____ Phone: _____
(Street) (City) (State) (Zip Code)
Supervisor and Title: _____ Your Title: _____
Employed From _____ to _____ Starting Salary: _____ Ending Salary: _____
Work Performed: _____

Reason for Leaving: _____

3. Name of Employer: _____
Address: _____ Phone: _____
(Street) (City) (State) (Zip Code)
Supervisor and Title: _____ Your Title: _____
Employed From _____ to _____ Starting Salary: _____ Ending Salary: _____
Work Performed: _____

Reason for Leaving: _____

4. Name of Employer: _____
Address: _____ Phone: _____
(Street) (City) (State) (Zip Code)
Supervisor and Title: _____ Your Title: _____
Employed From _____ to _____ Starting Salary: _____ Ending Salary: _____
Work Performed: _____

Reason for Leaving: _____

Attach additional pages as needed to provide complete employment history

Provide a minimum of three professional references and one personal reference in the space below

REFERENCES			
Name	Relationship	Daytime Phone	Home Phone

ACKNOWLEDGEMENTS

Read each statement carefully before signing

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that verification of my eligibility to work in the United States must be satisfied at the time of hire.

I understand that if I am extended an offer of employment, both the offer and continued employment is contingent on completion of all employment requirements set by OFO and the specific requirements of programs within OFO. These may include but not limited to: physical exam, background/reference check, tuberculosis testing, and other licensing requirements.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT WILL ACCORDING TO NEW YORK STATE LAW AND MY EMPLOYMENT MAY BE TERMINATED OPPORTUNITIES FOR OTSEGO OR BY ME AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I have read, understand and by my signature consent to these statements.

Applicant Signature: _____ Date: _____

The following section must be completed by applicants for HEAD START positions

TO COMPLY WITH 45 CFR PART 1301.SUBPART C, HEAD START GRANTS ADMINISTRATION. PERSONNEL POLICIES, SECTION 1301.31 (b) and (c). Federal policies now require that the following information be obtained from all prospective employees prior to employment.

Please sign the following declaration which lists:

1) All pending and prior criminal arrests and charges related to child sexual abuse and their disposition; 2) convictions related to other forms of child abuse and/or neglect; and 3) all convictions of violent felonies. The declaration may exclude: any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law; any convictions which has been expunged under Federal or State Law; and any conviction set aside under the Federal Youth Corrections Act or similar State authority.

State Licensing regulations require that a prospective staff must declare whether or not they have been convicted of any misdemeanor or felony in New York State or any other jurisdiction. Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge, or conviction to a hiring decision. Please provide your signature on the appropriate category below:

I have *not* been arrested, charged and/or convicted of one or more of the types of offenses listed above.

Applicant Signature: _____ Date: _____

I have been arrested, charged, and/or convicted of one or more of the types of offenses listed above.

Applicant Signature: _____ Date: _____

Attach resume and cover letter