

**EAST HOUSE CORPORATION**

1701 Lac de Ville Blvd.  
Rochester, NY 14618

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**Employment Application**

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**Equal Employment Opportunity Policy**

East House Corporation is committed to providing the highest quality of professional services and assuring that all qualified individuals are afforded an equal opportunity to participate in the activities of the agency. East House Corporation does not discriminate in employment with regard to age, race, creed, color, disabilities, sex, marital status, pregnancy, childbirth, religion, sexual orientation, military or veteran status or any other legally protected status.

**PERSONAL INFORMATION**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Last First Middle

**Address:** \_\_\_\_\_

Street City State Zip

**Phone No.:** \_\_\_\_\_ **Referred by:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please answer the following questions.**

- Have you ever been employed by East House? Yes  No
- Are you a relative of a current client at East House (excluding your spouse)? Yes  No
- Are you a relative of anyone currently employed by East House (excluding your spouse)?  
If yes, who? \_\_\_\_\_ Yes  No
- At the time of employment can you submit written verification of your legal right to work in the U.S.? Yes  No
- Have you ever been convicted of a misdemeanor or felony crime (excluding convictions as a minor, sealed, or expunged records)? Yes  No   
*\*A criminal conviction does not necessarily disqualify an applicant from employment.\**  
If yes, please describe: \_\_\_\_\_
- Are there any criminal charges pending against you? Yes  No
- Have you ever been listed on the Office of Inspected General's (OIG) List of Excluded Individuals/Entities (LEIE) or on the List of Parties Excluded from Federal Procurement and Non-Procurement Programs (EPLS)? Yes  No
- Do you have a current valid NYS Driver's License? Yes  No
- Do you have a personal vehicle available for work? Yes  No
- Have you had traffic violations resulting in 6 or more points within a 24-month period; or 2 or more chargeable accidents within a 36-month period; or a conviction for DWI/DWAI within the past 5 years? Yes  No

**EMPLOYMENT DESIRED**

**Position Desired:** \_\_\_\_\_ **Salary Desired:** \_\_\_\_\_

**Date You Can Start:** \_\_\_\_\_ **Hours Desired:** Full-time  Part-time  Per Diem

**Shifts Available** (check all applicable): Days  Evenings  Overnights  Weekends  Holidays

**Are there specific times you are not available to work?** \_\_\_\_\_

**Are you Currently Employed?** Yes  No  If so, may we contact your current employer? Yes  No

**Career Goals** (please describe): \_\_\_\_\_

**EDUCATION/TRAINING**

	Name and Location	Degree and Major(s)	Graduated
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>
College			Yes <input type="checkbox"/> No <input type="checkbox"/>
Trade, Business, or Graduate School			Yes <input type="checkbox"/> No <input type="checkbox"/>

Current Licenses or Certifications? \_\_\_\_\_

Are you fluent in any other languages? Yes  No  If yes, which: \_\_\_\_\_

Do you possess skills in manual communication with the deaf or hearing impaired? Yes  No

**EMPLOYMENT HISTORY**

(List below your last three employers, starting with your most recent)

Date Mo/Yr	Employer	Position/ Hours	Salary	Supervisor	Reason for Leaving
From: To:				Name Phone #	
From: To:				Name Phone #	
From: To:				Name Phone #	

Other relevant experience (e.g. volunteer work): \_\_\_\_\_

**PROFESSIONAL REFERENCES**

	Name	Phone Number	Yrs Known	How Known
1.				
2.				

**APPLICANT'S STATEMENT**

In signing this application, I certify that all of the forgoing information is complete and accurate and understand that if any misrepresentation or omission or falsification be discovered, it will constitute grounds for dismissal or refusal of employment. I hereby authorize the company or it's agents to conduct any investigation necessary, which may include reference checks, DMV checks, financial checks or any other check necessary, concerning any part of my background related to the position I am seeking. I also authorize all individuals, schools, and companies named herein, except my current employer if so noted, to provide any information requested about me, and I release them from any and all liability for damage in providing this information.

I understand and agree that, if employed by this organization I will abide by its rules and regulations, which I understand, are subject to change at any time, with or without notice. I further understand that, if hired, my employment is for no definite period of time and may be terminated "at will" by either party at any time.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date