

# Employment Application

Date of Application: \_\_\_\_\_

## GENERAL

Position Applying For: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Is additional information related to change of name, use of an assumed name or nickname necessary to enable us to check on your work records?  Yes  No If yes, please list: \_\_\_\_\_

Address: \_\_\_\_\_ Apt.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Telephone: (\_\_\_\_) \_\_\_\_\_

Cellular Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

How did you hear about this position? (Circle one)

Our Website  Other Website: \_\_\_\_\_  Advertisement (where?): \_\_\_\_\_

Current Employee: \_\_\_\_\_  Friend: \_\_\_\_\_  Other: \_\_\_\_\_

Do you have any relatives employed at Lenox Hill Neighborhood House?  Yes  No

If yes, whom? \_\_\_\_\_ What Program do they work in? \_\_\_\_\_

Are you currently employed?  Yes  No Date available to start work: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you previously been employed at Lenox Hill Neighborhood House?  Yes  No

If yes, please provide dates of employment: from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Program: \_\_\_\_\_

Have you previously applied for a position at Lenox Hill Neighborhood House?  Yes  No

If you are under age 18, please provide your date of birth: \_\_\_\_\_ Can you provide working papers?  Yes  No

Are you legally authorized to work in the United States?  Yes  No  
(Written proof of lawful eligibility to work in the United States will be required upon offer of employment in accordance with federal law.)

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa)?  Yes  No

Do you know any language other than English?  Yes  No. If yes, indicate language(s): \_\_\_\_\_

Language: \_\_\_\_\_  Read  Write  Speak; Language: \_\_\_\_\_  Read  Write  Speak

**GENERAL** *(Continued)*

Please list any other experience, skills or qualifications which you believe should be considered in evaluating your qualifications for employment (e.g. computer skills; volunteer activities; etc.):

---

---

---

---

---

---

---

---

Have you ever been convicted of any crime?  Yes  No  No record

(A conviction record will not necessarily be a bar to employment. Factors such as job responsibilities, age at time of the offense, seriousness of the offense, bearing of the offense on an employee's fitness or ability to perform one or more duties and responsibilities, the time that has lapsed since the occurrence of the offense, and any information produced regarding rehabilitation or good conduct are considered. You may answer "no record" concerning any criminal proceeding that terminated in your favor, pursuant to Section 160.50 of the New York Criminal Procedure Law; any criminal proceeding that terminated in a "youthful offender adjudication," as defined in Section 720.35 of the New York Criminal Procedure Law; and any conviction for a "violation" that already has been sealed by the court pursuant to Section 160.55 of the New York Criminal Procedure Law.) If yes, please describe in detail:

---

---

---

---

---

---

---

---

Government regulations require that Lenox Hill Neighborhood House cannot employ for certain positions individuals who appear on the Statewide Central Register for Child Abuse and Maltreatment.

Does your name appear on this Register?  Yes  No

## EMPLOYMENT HISTORY

List current or most recent position first and continue with all past employment (use additional sheets if necessary). Field placements and volunteer work should be identified as such.

1. Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Starting salary \$ \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Type of organization: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_ Tel: (     ) \_\_\_\_\_

Job title: \_\_\_\_\_  Full-Time  Part-Time Number of hours worked: \_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_

Name, title and work telephone number of immediate supervisor: \_\_\_\_\_

\_\_\_\_\_

May we contact this employer?  Yes  No

Reason for leaving (please explain): \_\_\_\_\_

Explain any period between jobs: \_\_\_\_\_

1. Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Starting salary \$ \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Type of organization: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_ Tel: (     ) \_\_\_\_\_

Job title: \_\_\_\_\_  Full-Time  Part-Time Number of hours worked: \_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_

Name, title and work telephone number of immediate supervisor: \_\_\_\_\_

\_\_\_\_\_

May we contact this employer?  Yes  No

Reason for leaving (please explain): \_\_\_\_\_

Explain any period between jobs: \_\_\_\_\_

**EMPLOYMENT HISTORY** (Continued)

1. Employed from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Starting salary \$ \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Type of organization: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_ Tel: ( \_\_\_\_ ) \_\_\_\_\_

Job title: \_\_\_\_\_  Full-Time  Part-Time Number of hours worked: \_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_

Name, title and work telephone number of immediate supervisor: \_\_\_\_\_

\_\_\_\_\_

May we contact this employer?  Yes  No

Reason for leaving (please explain): \_\_\_\_\_

Explain any period between jobs: \_\_\_\_\_

Have you ever been discharged from any employment or asked to resign?  Yes  No

If yes, please explain: \_\_\_\_\_

**EDUCATION**

**College:** Number of years completed (circle one) 1 2 3 4

School(s): \_\_\_\_\_ City/State: \_\_\_\_\_

Major: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Honors Received: \_\_\_\_\_

**Graduate School:** Number of years completed (circle one) 1 2 3 4

School(s): \_\_\_\_\_ City/State: \_\_\_\_\_

Major: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Other: \_\_\_\_\_

Honors received: \_\_\_\_\_

**EDUCATION** *(Continued)*

**High School/Vocational/Other:** Number of years completed (circle one only) 1 2 3 4

Diploma:  Yes  No      GED:  Yes  No

School(s): \_\_\_\_\_ City/State: \_\_\_\_\_

Honors received: \_\_\_\_\_

**REFERENCES**

1. Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Job Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Relationship/Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Job Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Relationship/Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Job Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Relationship/Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

**AGREEMENT**

*Please read the following carefully before signing.*

I hereby affirm that the information on this application (and accompanying documents, if any) is true and complete to the best of my knowledge. I am aware that any failure to complete this application, misstatements, falsified information, or omission deemed significant by Lenox Hill Neighborhood House may disqualify me from further consideration for employment and/or may be considered justification for dismissal if discovered after an offer of employment has been extended to me.

I understand that nothing in this application or any other Lenox Hill Neighborhood House document or communication, written or oral, or an acceptance of employment, creates a binding agreement of any kind or contract for employment for any duration between Lenox Hill Neighborhood House and me. I understand and agree that should I be hired, my employment would be for no fixed duration, and could be terminated by me or Lenox Hill Neighborhood House at any time with or without notice or cause, subject only to applicable law and/or collective bargaining agreement. I understand that no oral or written statement to the contrary shall change this relationship, or should be relied upon by me.

If hired, as a condition of my employment, I agree to conform to the policies and rules of Lenox Hill Neighborhood House.

I understand that my employment is contingent upon the results of a background check that Lenox Hill Neighborhood House may conduct for employment purposes as part of its employment background investigation. I authorize all persons, schools, companies, corporations and organizations named in this application (and accompanying documents, if any), law enforcement agencies, and credit bureaus to release any information concerning my background, and I hereby release them and Lenox Hill Neighborhood House from any and all claims of liability in law and in equity that may arise out of releasing such information.

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

\_\_\_\_\_  
Date



## **WE SERVE 20,000 NEW YORKERS IN NEED EACH YEAR**

- Adult Education
  - English Language Classes for Speakers of Other Languages (ESOL)
  - Computer Center
- Children & Family Services
  - Nationally-Acclaimed Early Childhood Center
  - Family Services
  - RealArts Education Program
  - RealArts Summer Camp
- Community Supported Agriculture Program (CSA)
- Fitness & Aquatics Center
- Food Services
- Homeless & Housing Services
  - Casa Mutua Supportive Housing Residence for Formerly Homeless Adults
  - Mental Health Shelter for Homeless Women at the Park Avenue Armory
  - East Side Homeless Network
- Legal Advocacy & Organizing
- Older Adult Services
  - 70th Street Senior Center
  - Senior Center at Saint Peter's Church
  - CARE Day Program for Cognitively Frail Older Adults
  - Transportation Services for Older Adults
  - Financial and Case Management for Frail Seniors through Project SCOPE and the East Side Case Management Consortium
  - Project STAR Support Program for Unpaid Family Caregivers
- Visual & Performing Arts
- Volunteer Program

Lenox Hill Neighborhood House  
331 East 70<sup>th</sup> Street  
New York, NY 10021  
T: 212 744-5022  
F: 212 744-5150  
[www.lenoxhill.org](http://www.lenoxhill.org)

Casa Mutua  
159-61 East 102<sup>nd</sup> Street  
New York, NY 10029  
T: 212 348-0223  
F: 212 348-0424

Senior Center/  
CARE Program  
343 East 70<sup>th</sup> Street  
New York, NY 10021  
T: 212 744-5905  
F: 212 737-1354

Senior Center at  
Saint Peter's Church  
619 Lexington Avenue  
New York, NY 10022  
T: 212 308-1959  
F: 212 308-5706

Women's Mental Health Shelter  
Park Avenue Armory  
643 Park Avenue  
New York, NY 10065  
T: 212 570-1461  
F: 212 570-1758

# Equal Employment Opportunity Statement

Lenox Hill Neighborhood House is an Equal Opportunity Employer. We do not discriminate against applicants or employees on the basis of race, color, religion, creed, national origin, ancestry, physical or mental disability, gender, sexual orientation, gender identity, pregnancy, marital status, domestic partner status, age, citizenship, military status, veteran status, genetic predisposition or carrier status, status as a victim of domestic violence, or any other characteristic protected by federal, state, or local laws. We also prohibit harassment of applicants and employees based on any of these protected categories.