



# happiness HOUSE

*What happens here changes lives forever.*

## EMPLOYMENT APPLICATION

www.happinesshouse.org

### **Personal**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Street: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Business Phone: \_\_\_\_\_

e-mail address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### **General Information**

Position Applying For: \_\_\_\_\_ Date Available: \_\_\_\_\_

Type of Employment:  Full Time  Part Time  Summer  Substitute

Are You Available to Work?:  Days  Weekends  Evenings  Nights

Rate of Pay Desired: \_\_\_\_\_

Do You Have a Valid New York State Driver's License?:  Yes  No

Are you at least 18 years of age?  Yes  No If no, state age: \_\_\_\_\_

Are you a United States citizen?  Yes  No

Do you have any relatives working for Happiness House?  Yes  No

If yes, name: \_\_\_\_\_

### **Certification/Professional License** (Please provide a copy to Human Resources)

Do you hold a professional:  License  Certification for NYS?

Area: \_\_\_\_\_  Permanent  Provisional  
 Initial

Please Indicate #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  Certificate of Qualification

If Certified in another state, please describe: \_\_\_\_\_

Other License held: Type and Issuing Authority: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Education**

School	Name and Address	Number of Years Completed	Graduate?	Degree or Certificate Received
High School			Yes No <input type="checkbox"/> <input type="checkbox"/>	
College(s)			Yes No <input type="checkbox"/> <input type="checkbox"/>	
Other (Specify)			Yes No <input type="checkbox"/> <input type="checkbox"/>	
Student Teaching		Grade Level	Dates	Teacher

**Upon hire, a copy of your diploma will be required.**

Other skills or qualifications (applicable to employment): \_\_\_\_\_

Business Skills: Typing \_\_\_\_\_ (wpm) Computer Software: \_\_\_\_\_

**Other Information**

**Have you ever been released or asked to resign from an employment position?**  Yes  No

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

**Have you ever been convicted of a misdemeanor or a felony in any jurisdiction?**  Yes  No

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

**Are you currently under arrest or facing criminal charges?**  Yes  No

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

**Have you ever been the subject of an indicated\* report of abuse, neglect or maltreatment?**  Yes  No

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

\*An indicated report of abuse, neglect or maltreatment is a report made after investigation by an appropriate governmental agency to the Central Register of the New York State Department of Social Services or other governmental agency because some credible evidence exists to support an allegation of abuse, neglect or maltreatment.

**Employment History**

List your last employers beginning with the most recent. Include military service, summer vacation employment, volunteer activities and while attending school. If you need additional space for employment, please attach a separate sheet of paper.

From	To	Name & Address of Employer	Employer Telephone	Position Held	Rate of Pay
					<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <b>Rate of Pay:</b> \$ _____
Job Title and work you performed:			Reason for Leaving:		
Immediate Supervisor and Title:			May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

From	To	Name & Address of Employer	Employer Telephone	Position Held	Rate of Pay
					<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <b>Rate of Pay:</b> \$ _____
Job Title and work you performed:			Reason for Leaving:		
Immediate Supervisor and Title:			May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

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Job Title and work you performed:			Reason for Leaving:		
Immediate Supervisor and Title:			May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

**References** (Excluding Relatives)

Name and Relationship	Address	Phone Number

Please check all locations where you want to be considered for employment with Happiness House.

- Canandaigua       Geneva       Waterloo       Gorham

**Applicant's Statement**

I hereby grant permission to investigate any of the information given in this application. I certify that this application is complete and true to the best of my knowledge and understand that any misrepresentation of facts on this application is sufficient cause for disqualification of my application or immediate dismissal.

I authorize the references listed above to give you any and all information regarding my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

I acknowledge that if I am hired, I will be considered an at-will employee.

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

\_\_\_\_\_  
Date

How did you learn about Happiness House?

- Website       Newspaper       Employee or Family Member  
 Other \_\_\_\_\_

Completed employment applications may be dropped off at any of our agency sites or mailed to: **Human Resources, Happiness House, 731 Pre-Emption Road, Geneva, NY 14456**

Happiness House does not discriminate on the basis of race, color, religion, sex, age, disability or any other protected category as decreed by Law, and is in compliance with Title VII of the Civil Rights Act of 1964, The Americans with Disabilities Act of 1990, The Age Discrimination in Employment Act of 1967, The Equal Pay Act of 1963, New York State Human Rights Law (Executive Law, Article 15).

Whatever information is obtained shall not subject the employee to any adverse treatment. This is in accordance with the intent of Section 504 of the Rehabilitation Act of 1973.