



# happiness HOUSE

*What happens here changes lives forever.*

## EMPLOYMENT APPLICATION

www.happinesshouse.org

### Personal

Name: _____	Date: _____
Street: _____	Home Phone: _____
City/State/Zip: _____	Business Phone: _____
e-mail address: _____	Cell Phone: _____

### General Information

Position Applying For: _____	Date Available: _____
Type of Employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer <input type="checkbox"/> Substitute	
Are You Available to Work?: <input type="checkbox"/> Days <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Nights	
Rate of Pay Desired: _____	
Do You Have a Valid New York State Driver's License?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state age: _____	
Are legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any relatives working for Happiness House? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name: _____	

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

Do you hold a professional: <input type="checkbox"/> License <input type="checkbox"/> Certification for NYS?	
Area: _____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Initial
Please Indicate #: _____ Expiration Date: _____	<input type="checkbox"/> 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	FT/PT
					<input type="checkbox"/> <i>Part Time</i> <input type="checkbox"/> <i>Full Time</i>
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	FT/PT
					<input type="checkbox"/> <i>Part Time</i> <input type="checkbox"/> <i>Full Time</i>
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	FT/PT
					<input type="checkbox"/> <i>Part Time</i> <input type="checkbox"/> <i>Full Time</i>
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    Gorham    Rochester

**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 any basis including, but not limited to, race, color, religion, sex, sexual orientation, gender orientation/identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran, domestic violence victim status, prior arrest and conviction records or any other protected category in accordance with applicable federal, state and local laws 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, The Genetic Information Nondiscrimination Act of 2008; New York State Human Rights Law (Executive Law, Article 15 and 23A).

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.