



Victoria Home
25 N. Malcolm Street
Ossining, New York, 10562
(914) 941-2450

APPLICATION FOR EMPLOYMENT

Personal Information	Social Security Number	Area Code	Phone
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Name			
Last	First	Middle	

Address:			
Street	City	ST	Zip Code

1. Are you legally authorized to work in the United States? Yes ___ No ___

2. Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes ___ No ___
(You will be required to demonstrate work authorization in accordance with Form I-9 when you start)

EMPLOYMENT DESIRED:

Position	Date you Can Start	Salary Desired
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What are the names of any relatives already employed by this company? _____

Have you ever been employed by this company before? Position _____ Date _____

How did you become aware of the position at Victoria Home? _____

Have you ever been convicted of a crime? Yes No

**Note: This question does not apply to convictions which have been expunged, sealed, pardoned, or otherwise exonerated or eradicated. (A conviction record will not necessarily be a bar to employment. A conviction which is substantially related to the functions or qualifications of the position(s) for which you are applying may be taken into consideration.)*

If "yes", please describe fully the criminal conviction(s), listing the nature and date of the offense(s) and your rehabilitation since the conviction(s).

Have you ever been involved in an abuse, mistreatment and/or neglect investigation by any facility or stage agency (Dept. of Health, Child Abuse Registry, Dept. of Social Services)? Yes No

**Note: This information will not necessarily be a bar to employment. However, Victoria Home will consider the results of the investigation and relationship to the functions and qualifications of the position for which you are applying.*

If "Yes," please describe fully the allegations against you as well as the results of the investigation.

EDUCATION	NAME AND LOCATION OF SCHOOL	Indicate Highest Level Achieved	SUBJECT STUDIED DEGREES EARNED
HIGH SCHOOL		9, 10, 11, 12 / GED	
COLLEGE		1, 2 , 3, 4	
GRADUATE SCHOOL			
PROFESSIONAL TRADE, OTHER			

Are you employed now? Yes ___ No ___ If so, may we contact your present employer? Yes ___ No ___

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH\YEAR	NAME AND ADDRESS OF EMPLOYER	PERSON TO CONTACT & TELEPHONE #	SALARY	POSITION	REASON FOR LEAVING FROM:
FROM:					
FROM:					
FROM:					

I UNDERSTAND THAT MY EMPLOYMENT WITH VICTORIA HOME WILL BE CONDITIONED UPON THE SATISFACTORY COMPLETION (IE: NEGATIVE RESULTS) OF A PRE-EMPLOYMENT SUBSTANCE SCREENING TEST.

I ALSO UNDERSTAND THAT A BACKGROUND INVESTIGATION WILL BE CONDUCTED, WHICH, DEPENDING UPON THE POSITION I HAVE APPLIED FOR, MAY INCLUDE PERSONAL REFERENCE CHECKS, DRIVING RECORD INVESTIGATIONS, CREDIT/FINANCIAL BACKGROUND INVESTIGATIONS AND CRIMINAL CONVICTION INVESTIGATIONS.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR AN INDEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE: _____ SIGNATURE: _____

ADDITIONAL INFORMATION

Professional Organizations: _____

License in _____ # _____ Exp Date _____

Victoria Home is an Equal Opportunity Employer. We comply with all applicable laws regarding equal employment opportunities for all qualified applicants and employees. It is against our policy to discriminate against any qualified applicant or employee on the basis of race, religion, national origin, alienage, citizenship status, color, familial status, sex, sexual orientation, age, disability, creed, military status, marital status or any other basis prohibited by federal, state or local law.