



Phelps Community Center  
Phelps, NY 14532  
315-548-8484

# Employment Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Program of interest:

Early Learning Center  School Age Program  Head Start  Fitness Center  Dance  Other \_\_\_\_\_

Position: \_\_\_\_\_ Date Available: \_\_\_\_\_

Full Time  Part Time  Desired Hours: \_\_\_\_\_ Desired salary: \_\_\_\_\_

Are you willing to work overtime?  Yes  No Referred By: \_\_\_\_\_

Have you ever been employed at the PCC before?  Yes  No Program: \_\_\_\_\_

Position: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

**References:** Please list three work-related references that we may call. Please do not list relatives. Individuals with no work experience may list school or volunteer related activities.

Name and Position \_\_\_\_\_ Company \_\_\_\_\_ Telephone \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Work Experience:** Please list employment starting with the most recent. You may list volunteer or military experience only is verifiable.

Dates		Name, Address and Phone	Salary	Title	Supervisor	Reason for leaving
From	To					

**Are you employed?**  Yes  No If so, may we inquire with your present employer?  Yes  No

**Education:**

School	Name and Address	Course of Study	Graduate	Diploma/Degree
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Please list other skills, licenses and qualifications:** (computer software, child development associate, customer service)

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We are committed to a policy for Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, military status, genetic disposition, sexual orientation, or gender identity.

**Answer the following four questions only if they apply to you:**

1. If driving is a requirement for the job for which you are applying, do you have a valid driver's license?

Yes     No

2. If you are a minor, can you produce the work certificate necessary to obtain employment?

Yes     No

3. Are you able, at the time of employment, to submit verification of your legal right to work in the US? (Verification and completion of Form 1-9 must be submitted no later than three business days after date of hire.)

Yes     No

4. Have you ever been convicted of a felony which is substantially related to the functions or qualification of the position(s) for which you are applying? Note: This question does not apply to convictions which have been expunged or sealed. (A conviction record will not necessarily be a bar to employment)

Yes     No

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

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**Applicant's Statement**

By signing this application, I understand that if hired by the Phelps Community Center, I will be an employee at will. This means my employment with PCC may be terminated at any time at the option of PCC or me. I also understand that neither this application nor any communication by a management representative is intended to create or does in fact create a contract of employment.

I agree to conform to the rules and regulations of PCC and I understand that PCC has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

The above information is complete and true to the best of my knowledge. I understand that and misrepresentation or omission on my part of the facts in this application may result in immediate dismissal.

I hereby authorize Phelps Community Center to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

I authorize Phelps Community Center to conduct a reference investigation for employment purposes. I understand that this reference checking process will not begin until I am notified verbally that I am being considered as a finalist for a position. I authorize and request my current/former supervisors, subordinates and/or other colleagues to furnish Phelps Community Center with information concerning my past and present job performance, character, work history, salary information, educational background, criminal history, and any other information which may be pertinent to my qualifications. I also authorize the PCC to photocopy this authorization for purposes of checking more than one reference.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_