

Challenge

PUTTING ABILITY TO WORK

402 E State Street, Ithaca, NY 14850
 Phone: 607-272-8990 Fax: 607-277-7865

Application For Employment

Applicant: Please read and complete application thoroughly. Incomplete application or failure to provide requested information may result in a delay in processing, which may affect consideration of your application.

		Position Desired	Date
Last Name	First Name	Middle Initial	
Street Address		City/State/Zip	County
Home/Cell Phone		Email Address	
Have You Ever Applied At Challenge Before? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes: Month _____ Year _____	
Have You Ever Been Convicted of a Criminal Offense, (other than minor traffic violations)? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have any pending criminal charges? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes, Please Describe:	

Are you eligible for employment in the United States? Yes No
 (If hired, you will need to provide proof of citizenship or legal right to work in the U.S.)

EDUCATION

Name Of School And Address	Major Area Of Study	Number of Years Completed	Graduated Yes/No	Degree
High School				
College				
Trade or Graduate School				

List any experiences, skills, or qualifications which you feel especially suit you for work with Challenge:

NO PERSON SHALL BE DENIED EMPLOYMENT ON THE BASIS OF ANY LEGALLY PROHIBITED DISCRIMINATION INVOLVING, BUT NOT LIMITED TO, SUCH FACTORS AS RACE, COLOR, CREED, RELIGION, NATIONAL OR ETHNIC ORIGIN, SEX, AGE, DISABILITY, MARITAL STATUS OR SEXUAL ORIENTATION.

WORK HISTORY: START WITH PRESENT OR MOST RECENT EMPLOYER FIRST

Please do not reference resume - Incomplete applications may not be processed.

1	From (Mo/Yr)	Company Name	Position	Describe Your Work
	To (Mo/Yr)	Address	Reason For Leaving	
		Name of Supervisor	Telephone	Pay
		Start	Last	
2	From (Mo/Yr)	Company Name	Position	Describe Your Work
	To (Mo/Yr)	Address	Reason For Leaving	
		Name of Supervisor	Telephone	Pay
		Start	Last	
3	From (Mo/Yr)	Company Name	Position	Describe Your Work
	To (Mo/Yr)	Address	Reason For Leaving	
		Name of Supervisor	Telephone	Pay
		Start	Last	

Please explain any gaps in employment _____

PROFESSIONAL REFERENCES

(Not Personal Friends or Relatives)

	Name/Relationship	Address	Telephone
1			
2			
3			

Please Read Carefully Before Signing

I certify that all information I have provided is true, complete and correct.

I authorize Challenge (or its agents) to investigate and verify all statements contained on my employment application and/or resume and any other material or information that I have provided.

I authorize any employer, school, and other individual or entity that has knowledge of me, or my records to release information to and communicate freely with Challenge. In consideration for Challenge's review of my application for employment, I hereby release any individual, entity and Challenge from all claims of liabilities that might arise from the inquiry into or disclosure of such information, including claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy.

I suggest you contact the individuals listed for references. I understand that Challenge representatives may secure references from individuals other than those listed.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Challenge reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that the existence of a criminal background may affect my ability to perform certain jobs, and that Challenge has the right to review my background and perform a criminal background check. This background check may be performed before Challenge makes me an offer of employment, or it may be performed after I have been hired. The presence of a criminal conviction in my background will not necessarily disqualify me from employment. Challenge complies with New York State Correction Law Article 23-A which provides certain rights to people previously convicted of a criminal offense, and will make an employment decision based on the bona fide relationship between the requirements of the job to be performed and the nature of the criminal offense, and based on our need to protect the safety and welfare of the public and the people we serve. Challenge will provide me with a summary of my rights under this article if I so desire. If I am arrested for a criminal offense after I am employed by Challenge, I understand that Challenge may use that information, in accordance with Article 23-A, in deciding whether to continue my employment.

I understand that if I enter information in my employment application that is false, incomplete, or misrepresents the truth in any respect, Challenge may deny my application or terminate my employment, whenever it is discovered.

Signature

Date

Reference Check

EMPLOYER USE ONLY

Reference #:	Company:	Title:
Dates of Employment:	Working Relationship with Candidate:	

1. Ability to Perform Job:

(Did you look for those same characteristics to replace the individual? Give examples of candidate's responsibilities/experience on the resume from the company of reference)

2. Organizational Skills:

3. Reliability/Timeliness of Tasks:

(Can you think of a particular assignment or task and what steps the person took to get the job done?)

4. Work Ethic/Honesty:

5. Communication Skills:

6. Team Skills/Ability To Work With Others:

7. Leadership Skills:

Why did candidate leave?

Did you try to keep candidate?

Describe specific attributes and/or problem areas.

Did you check references when this person was hired?

How did the references check out?

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Interviewer: _____ Date _____