

Citizen Advocates, Inc.
EMPLOYMENT APPLICATION

Application Date:

Last Name:	First Name:	Middle Name:
Street Address:	City:	State: Zip Code:
Telephone Number:		
Have you previously worked for Citizen Advocates, Inc/ North Star Industries? If so, where?		
Special Training or skills (languages, CPR, WSI, etc.):		
Are you available for full time work? [] Yes [] No If not, what hours can you work?		
Position Applied For:	Salary Expected:	Available for overtime?
Do you possess a valid NYS driver's license or elsewhere? [] Yes [] No Type:		Exp. Date:
Have you ever been convicted of a crime in NYS or elsewhere?		[] Yes [] No
If yes, please explain.		
Are there pending criminal charges against you?		[] Yes [] No
If yes, please explain.		

AN EQUAL OPPORTUNITY EMPLOYER

Citizen Advocates, Inc. is an equal opportunity/affirmative action employer. In accordance with federal and state law, all applicants for employment will be considered without regard to race, color, religion, sex, marital status, sexual orientation, national origin, age disability, or veteran status.

EDUCATION and TRAINING

Type	Name and Location	# Years	City	Course of Study/Major	Graduate? Yes/No
College					
College					
High School					
Trade School					
Other					

Membership in Professional or Civic Organizations: (Please exclude those that may disclose your color, race, religion or nation origin.)

EMPLOYMENT HISTORY

Please give complete, full-time and part-time employment record. Start with most recent employer.

Please attach additional pages if necessary.

Employer:	Telephone Number:
Address:	Dates of Employment:
Supervisor:	Job Titles/Description of Job Duties:
Reason for Leaving:	

EMPLOYMENT HISTORY (Continued)

Employer:	Telephone Number:
Address:	Dates of Employment:
Supervisor:	Job Titles/Description of Job Duties:
Reason for Leaving:	

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Address:	Dates of Employment:
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PERSONAL REFERENCES

Name:	Address:	Telephone #:
Name:	Address:	Telephone #:

I authorize you to contact previous employers to verify employment and to obtain information regarding my character through interviews with friends and acquaintances. I further understand that I have the right to inspect and receive a copy of any information provided to Citizen Advocates, Inc.

I hereby declare that the information provided by me in this Employment Application is true, correct and complete to the best of my knowledge. I understand that any misrepresentation or omission of any fact from my application, resume, or any other materials, or during any interviews, is grounds for denial of employment with, or termination from, Citizen Advocates, Inc.

I understand and agree that if hired, I will comply with the policies, rules and regulations of Citizen Advocates, Inc. I understand that Citizen Advocates, Inc. may modify, amend or cancel any current policy, rule or procedure at any time, at its sole discretion. I further understand that my employment is for no definite period and that I may be terminated with or without notice, at any time, at the option of either Citizen Advocates, Inc. or myself. In addition, I understand that no manager or representative other than the Executive Director has authority to enter into any agreement with me for employment for any specified period of time or make any agreement different from, or contrary to, any Citizen Advocates, Inc. policy. Any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and the Executive Director. I understand that my employment may be pursuant to a Criminal History Background Check.

_____ Date

_____ Signature

EMPLOYER USE ONLY

Voluntary Self Identification form attached { } Yes { } No

Interviewer Name: _____

Comments: _____
