



Application for Employment

Thank you for your interest in joining our team at Empower Kids. Please review and complete this employment application in its entirety. Provide all information requested by printing in ink or typing. Also, please attach an updated **résumé or curriculum vitae (CV)** to this application.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	
	(Zip)	Cell Phone () -	
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

POSITION

Position or Type of Employment Desired	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Weekday <input type="checkbox"/> Weekends
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Salary Desired	Date Available

Empower Kids
19 Robert Pitt Dr
Monsey, NY 10952

(845) 218-8069
(845) 364-6332
services@empowerkidsaba.org
www.empowerkidsaba.com



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AVAILABILITY (This section can be removed if you are not doing in-home services).

Instructions: Please indicate below by putting an **X** in the columns designating the times that you are **available** to work. Please indicate **1 hour blocks of time** at a minimum.

Morning Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00am – 8:30am							
8:30am – 9:00am							
9:00am – 9:30am							
9:30am – 10:00am							
10:00am – 10:30am							
10:30am – 11:00am							
11:00am – 11:30am							
11:30am – 12:00pm							
12:00pm – 12:30pm							
12:30pm – 1:00pm							
1:00pm – 1:30pm							
1:30pm – 2:00pm							
2:00pm – 2:30pm							
2:30pm – 3:00pm							
Afternoon Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3:00pm – 3:30pm							
3:30pm – 4:00pm							
4:00pm – 4:30pm							
4:30pm – 5:00pm							
5:00pm – 5:30pm							
5:30pm – 6:00pm							
6:00pm – 6:30pm							
6:30pm – 7:00pm							
7:00pm – 7:30pm							
7:30pm – 8:00pm							
8:00pm – 8:30pm							
8:30pm – 9:00pm							

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EDUCATION AND TRAINING

School Name:	Years Attended:		
School Name:	Years Attended:		
School Name:	Years Attended:		
Highest level of education: <input type="checkbox"/> High School Diploma <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree, <input type="checkbox"/> Continuing Education _____			
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Languages Read, Written or Spoken Fluently Other Than English:			
Driver's License: <input type="checkbox"/> Yes <input type="checkbox"/> No			

BACKGROUND

Have you ever been convicted of a crime (other than a moving violation) or served time? <input type="checkbox"/> YES (If yes, please describe. Conviction of a crime does not automatically disqualify you from employment.) <input type="checkbox"/> NO
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SPECIAL SKILLS AND ADDITIONAL CERTIFICATIONS HELD

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WORK EXPERIENCE (Please provide a copy of job resume)

REFERENCES (Include only individuals familiar with your work capabilities. Do not include relatives.)

Name	Address/Phone Numbers	Years Known/Relationship
1.		
2.		

APPLICANT'S CERTIFICATION AGREEMENT

- I understand that I may submit a copy of my résumé or curriculum vitae (CV) and that by submitting a copy of my résumé/CV I understand that it will be used only as supporting and additional background information. A résumé/CV is not an authorized substitute for a completed employee application.

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2. I understand that if I should choose to complete only a portion of the required employment application that the information submitted may not be enough information from which to base any determination on, and, as a result, my application may not receive full consideration for employment.
3. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information. I also release Empower Kids from all liability that may result from making background investigations.
4. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
5. I agree, if I am offered and accept a position, to conform to all existing and future workplace rules, regulations, policies, and procedures of Empower Kids.
6. I understand and agree that Empower Kids reserves the right to change any wage and hours of work, in its sole discretion, at any time as deemed necessary.
7. I understand the employment relationship will be at Will, meaning that either party can end the employment relationship at any time, and for any reason, or no reason with written notice as described in employee policy.
8. I understand that any employment offer is contingent upon my providing proof of identity and eligibility to work within the United States to conform with the provisions of the Immigration Reform and Control Act of 1986.
9. I understand that all programs developed as part of my job responsibilities and all materials that I am entitled to receiving as part of my employment are the property of Empower Kids and that I will not try to copy, use, publish, or replicate a program or any materials for personal use, business ventures, or with other businesses. I understand that if this occurs legal action will ensue against me for violating this term of my employment.

I have read and reviewed the information contained in this employment application, as well as the above-mentioned statements of agreement. By signing this employment application, I certify that I understand all of the information requested and that I have provided information that is truthful, complete, and accurate.

Printed Name of Applicant: _____

Signature of Applicant: _____ Date: ____ / ____ / ____

Empower Kids is an Equal Employment Opportunity employer, and we do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, or any other characteristic protected by State or Federal law.

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