



# Employment Application

MAIN OFFICE: 39 Bath St., Ballston Spa, NY 12020

CALL: 518-288-3206

EMAIL: hr@lifeworksaction.org

Name: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Site/Location: \_\_\_\_\_

Available start date: \_\_\_\_\_ How did you learn about this position? \_\_\_\_\_

Special training or skills that would benefit you in the job for which you are applying: \_\_\_\_\_

	Yes	No
Are you seeking full-time work?	<input type="checkbox"/>	<input type="checkbox"/>
Are you seeking part-time work?	<input type="checkbox"/>	<input type="checkbox"/>
Are you of legal age to work?	<input type="checkbox"/>	<input type="checkbox"/>
Are you eligible to be employed in the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>
Are you willing to provide fingerprints and consent, in writing to disclosure of information concerning any prior criminal arrests, charges and/or convictions?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a current or former Head Start/Early Head Start parent or participant?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with this agency before?*	<input type="checkbox"/>	<input type="checkbox"/>

\*If yes: When: \_\_\_\_\_ Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

## Educational Background

### High School:

Name and location: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Did you graduate?  Yes  No

### College/Vocational:

Name and location: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Did you graduate?  Yes  No

Degree/Diploma: \_\_\_\_\_ Year of graduation: \_\_\_\_\_

### Graduate School:

Name and location: \_\_\_\_\_

Application Continues On The Next Page

Course of Study: \_\_\_\_\_ Did you graduate?  Yes  No

Degree/Diploma: \_\_\_\_\_ Year of graduation: \_\_\_\_\_

Certification Program and/or Continuing Education Courses: \_\_\_\_\_

**Employment History** \* Please attach a resume if available

Place an [X] by the employer(s) you do not want us to contact.

**Current Employer:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Reason for leaving: \_\_\_\_\_

**Immediate Prior Employer:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Reason for leaving: \_\_\_\_\_

**Prior Employer:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Reason for leaving: \_\_\_\_\_

**Prior Employer:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Reason for leaving: \_\_\_\_\_

**Application Continues On The Next Page**

**Prior Employer:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Reason for leaving: \_\_\_\_\_

**Prior Employer:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Reason for leaving: \_\_\_\_\_

### **Personal and Professional References**

Provide names, phone number(s) and email if available for three references. One personal reference and two professional who are either current or former supervisors or co-workers familiar with your employment ability.

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

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

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

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omission, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is the policy of this company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal, state and local laws prohibiting discrimination and harassment on the basis of race, color, religion, age, sex, creed, national origin, disability status, veteran status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Return to [hr@lifeworksaction.org](mailto:hr@lifeworksaction.org) or

LifeWorks Community Action  
P.O. Box 169, 39 Bath St.  
Ballston Spa, NY 12020  
ATTN: Human Resources Department

Updated October 2022

**Thank You For Your Interest In LifeWorks Community Action!**