



Application for Employment

*All applicants shall be considered for employment without regard to race, color, religion, sex. Gender, age, creed, citizenship, disability, sexual orientation, marital status, national origin, or any other characteristic protected by federal, state, or local law **Guided Steps NY, INC** is an equal opportunity employer.*

Name:

Address:

Phone #: _____ **Email:** _____

Position Applied For: _____

Date Available: _____

(Please circle)
If you are under age 18, do you have the necessary permit(s) for employment? Yes No
Are you legally authorized to work in the United States? Yes No
Are you able to submit verification of your legal right to work in the U.S.? Yes No

A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please answer the following questions.

Do you have a felony conviction that has not been expunged/sealed/impounded? Yes No
If yes, please explain:



Have you been the subject of a founded report to the New Jersey Central Child Abuse Registry or similar registry in any other jurisdiction? Yes No

If yes, please explain:

Please give your age at the time of the offense, and describe the nature of the offense and your subsequent rehabilitation:

Education/Work Experience

Highest Degree Completed: _____

Last School Attended: _____

License, Vocational or Other Training: _____

Please complete the tables for the previous 5 years. Please complete all information even it is also on your resume. Use additional pages if necessary.



Employment Dates:	Employer:	Supervisor	Position	Salary
From:				Starting:
To:				Ending:
Job Responsibilities:				
Reason for Leaving:				

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Disclosure Form

_ I have read and fully understand the information requested and questions asked in this application. I certify that all of the answers I have given are true, accurate and complete. I understand that the omission and/or misrepresentation of any fact from or on this application or during any interview will result in immediate rejection of my application or if I am hired will be cause for immediate dismissal. Unless I noted otherwise, I authorize **Guided Steps NY, Inc** contact all my employment references and personal references, as well as the education institutions I have attended. I further authorize **Guided Steps NY, Inc** to inquire about, investigate and obtain copies of any records which relate to me from my former employers and educational institutions. I hereby release **Guided Steps NY, Inc** and all afflicted person and entities, as well as any person or institution that provides **Guided Steps NY, Inc** with any lawful information about me, from any and all liability whatsoever resulting from any such lawful inquiry, investigation or communication.

If hired, I agree to abide by all of the lawful rules, regulation, policies and procedures of **Guided Steps NY, Inc** understand and agree that nothing in this application shall constitute an offer, a contract or a guarantee of employment for a specific period of time. If hired, I understand that my employment may be terminated with or without cause and with or without notice at any time, at the will of **Guided Steps NY, Inc** or me. I further understand that no representative or agent of, **Guided Steps NY, Inc** other than the CEO/President has the authority to enter into any agreement for employment for any specific period of time, or to make an agreement contract to the foregoing.



I also understand that any agreement modifying my at-will employment status must be in writing and signed by the President of **Guided Steps NY, Inc**. In addition, I understand that all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance, or otherwise change all policies, procedures, benefits or other terms and conditions of employment.

I understand that any hiring decision is contingent upon my successful completion of all 's lawful pre-employment checks, which may include a background check. I agree to execute any content forms necessary for **Guided Steps NY, Inc** to conduct its lawful pre-employment checks.

Applicant's Signature: _____

Date: _____

