



# Independent Living Association, Inc.

110 York Street • Brooklyn, NY 11201 • Telephone #(718)852-2000 • Fax#(718)852-1564

E-mail: hcjobs@ilaonline.org

## Application for Employment

Please Print Clearly and Legibly

Position(s) Applying For: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please Check Desired Shift(s):**

- Full Time     Morning     Overnight
- Part Time     Afternoon     Weekend
- On-Call     Evening

**Please Check Day(s) Available:**

- Sun.     Mon.     Tues.
- Wed.     Thurs.     Fri.
- Sat.     Any day

**How Did You Learn About Us?**

- Newspaper Name \_\_\_\_\_  ILA Employee \_\_\_\_\_  Walk-In
- School / College \_\_\_\_\_  Other \_\_\_\_\_

|                  |                   |                    |
|------------------|-------------------|--------------------|
| <b>Last Name</b> | <b>First Name</b> | <b>Middle Name</b> |
|------------------|-------------------|--------------------|

|                |             |              |                 |
|----------------|-------------|--------------|-----------------|
| <b>Address</b> | <b>City</b> | <b>State</b> | <b>Zip Code</b> |
|----------------|-------------|--------------|-----------------|

|                            |   |                                |
|----------------------------|---|--------------------------------|
| <b>Telephone Number(s)</b> | <b>Alternate Telephone # (Beeper, Cellular, Work)</b> | <b>Best Time to Reach You:</b> |
|----------------------------|---|--------------------------------|

Have you ever filed an application with us before? Yes No

If yes, give date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you have a valid driver's license? Yes No

Do you have any violation points on your driver's license? Yes No

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

Have you ever been employed by us before? Yes No

Can you lawfully be employed in the United States? Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a misdemeanor or a felony in any jurisdiction? Yes No

Conviction may disqualify an applicant from employment

If yes, please explain: \_\_\_\_\_

Is there any pending criminal charges against you? Yes No

If yes, please explain: \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital, or military status, sexual orientation, or any other legally protected status.

**We Are An Equal Opportunity Employer**



**Employment History:** Provide the following information from your past and current employers, assignments or volunteer activities, starting with the most recent (use attached form if necessary). Explain any gaps in employment in each comment section. Do not attach resume in lieu of filling out the application. The information must be completely filled out for consideration of employment

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|  |                              |                                     |              |
|--|------------------------------|-------------------------------------|--------------|
| <b>Employer:</b>                                     | <b>Address:</b>              |                                     |              |
| <b>Telephone #:</b>                                  | <b>Job Title:</b>            | <b>Supervisor Name &amp; Title:</b> |              |
| <b>Reason for Leaving:</b>                           |                              |                                     |              |
| <b>May We Contact for Reference (Please Circle):</b> | <b>Yes</b>                   | <b>No</b>                           | <b>Later</b> |
| <b>Start Date / End Date:</b>                        | <b>Hourly Rate / Salary:</b> | <b>Start/Final Rate:</b>            |              |
| <b>Summarize the Type of Work Performed:</b>         |                              |                                     |              |

**Comments, Including Explanation of Any Gaps in Employment:**

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|  |                              |                                     |              |
|--|------------------------------|-------------------------------------|--------------|
| <b>Employer:</b>                                     | <b>Address:</b>              |                                     |              |
| <b>Telephone #:</b>                                  | <b>Job Title:</b>            | <b>Supervisor Name &amp; Title:</b> |              |
| <b>Reason for Leaving:</b>                           |                              |                                     |              |
| <b>May We Contact for Reference (Please Circle):</b> | <b>Yes</b>                   | <b>No</b>                           | <b>Later</b> |
| <b>Start Date / End Date:</b>                        | <b>Hourly Rate / Salary:</b> | <b>Start/Final Rate:</b>            |              |
| <b>Summarize the Type of Work Performed:</b>         |                              |                                     |              |

**Comments, Including Explanation of Any Gaps in Employment:**

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|  |                              |                                     |              |
|--|------------------------------|-------------------------------------|--------------|
| <b>Employer:</b>                                     | <b>Address:</b>              |                                     |              |
| <b>Telephone #:</b>                                  | <b>Job Title:</b>            | <b>Supervisor Name &amp; Title:</b> |              |
| <b>Reason for Leaving:</b>                           |                              |                                     |              |
| <b>May We Contact for Reference (Please Circle):</b> | <b>Yes</b>                   | <b>No</b>                           | <b>Later</b> |
| <b>Start Date / End Date:</b>                        | <b>Hourly Rate / Salary:</b> | <b>Start/Final Rate:</b>            |              |
| <b>Summarize the Type of Work Performed:</b>         |                              |                                     |              |

**Comments, Including Explanation of Any Gaps in Employment:**

***Additional Employment History:***

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**Employer:**

**Address:**

**Telephone #:**

**Job Title:**

**Supervisor Name & Title:**

**Reason for Leaving:**

**May We Contact for Reference (Please Circle):**

**Yes**

**No**

**Later**

**Start Date / End Date:**

**Hourly Rate / Salary:**

**Start/Final Rate:**

**Summarize the Type of Work Performed:**

**Comments, Including Explanation of Any Gaps in Employment:**

**Employer:**

**Address:**

**Telephone #:**

**Job Title:**

**Supervisor Name & Title:**

**Reason for Leaving:**

**May We Contact for Reference (Please Circle):**

**Yes**

**No**

**Later**

**Start Date / End Date:**

**Hourly Rate / Salary:**

**Start/Final Rate:**

**Summarize the Type of Work Performed:**

**Comments, Including Explanation of Any Gaps in Employment:**

**Employer:**

**Address:**

**Telephone #:**

**Job Title:**

**Supervisor Name & Title:**

**Reason for Leaving:**

**May We Contact for Reference (Please Circle):**

**Yes**

**No**

**Later**

**Start Date / End Date:**

**Hourly Rate / Salary:**

**Start/Final Rate:**

**Summarize the Type of Work Performed:**

**Comments, Including Explanation of Any Gaps in Employment:**

**Residence History:** Please list below your places of residence for the past 10 years starting with your current residence. (Use additional paper if necessary).

**Address:**

**City:** **State** **Zip Code**

**Dates of Residency (From / To):**

**Address:**

**City:** **State** **Zip Code**

**Dates of Residency (From / To):**

**Address:**

**City:** **State** **Zip Code**

**Dates of Residency (From / To):**

**Address:**

**City:** **State** **Zip Code**

**Dates of Residency (From / To):**

**Address:**

**City:** **State** **Zip Code**

**Dates of Residency (From / To):**

**Professional / Business Reference:**

1.

**Name** **Address** **Telephone #**

2.

**Name** **Address** **Telephone #**

**Personal Reference:**

1.

**Name** **Address** **Telephone #**

2.

**Name** **Address** **Telephone #**

**Important Notice to Applicant**  
**Please Read This Notice and Consent Form Very Carefully Before Signing**

I, certify that all statements and answers in this application are true, complete and made without any reservations or evasions. I understand that any false or incomplete statements or omissions of requested information in this application may result in my immediate discharge if I become employed by *Independent Living Association, Inc.* This condition would apply throughout the duration of employment.

In order to assist *Independent Living Association, Inc.* in obtaining documents and information to confirm my background, if necessary, I hereby consent to the release of information specifically described below.

**Request, Authorization and Consent to Release Employment Information  
and Educational Records**

I understand that *Independent Living Association, Inc.* will conduct a thorough and complete background investigation including fingerprinting, educational, criminal, and driver's license. Credit checks will be completed if applicable. I also authorize investigation of all statements made in this application.

I, hereby request and consent to the release and disclosure of educational records from any and all public or private institutions that I have attended to *Independent Living Association, Inc.* including: professional or vocational license; my academic record; courses attended; grades' diplomas; degrees; or other honors conferred.

I authorize all current and previous employers, personal references to furnish to *Independent Living Association, Inc.* information regarding my employment record including but not limited to: positions held; dates of employment; last pay rate; work performance; disciplinary records; reliability; any incidents of dishonesty, insubordination, violence, sexual harassment, and/or unsafe, harmful or threatening behavior.

I also authorize the aforementioned to respond to verbal and written inquiries from *Independent Living Association, Inc.* I, hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

*Independent Living Association, Inc.* does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only ninety (90) days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I agree that if hired I will follow all company policies, rules, procedures, and all other directives within the realm of my job responsibilities. I also understand that if I am hired I will be required to provide proof of identity and legal work authorization.

**I represent and warrant that I have and fully understand the foregoing  
and seek employment under these conditions.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_