



promoting growth and recovery

Mohawk Opportunities, Inc. - 201 Nott Terrace, Schenectady, NY 12307 Tel: (518) 374-8424 Fax: (518) 374-8440

APPLICATION FOR EMPLOYMENT

PLEASE READ BEFORE COMPLETING THIS APPLICATION. It is the policy of Mohawk Opportunities, Inc. to provide equal opportunity to all employees and applicants. No applicant/employee shall be discriminated against on the basis of race, religion, marital status, color, age, sex, sexual preference, national origin, veteran status, or disability, which does not prevent the applicant/employee from reasonably performing the duties of the job when a reasonable accommodation can be made, nor shall any employee be so discriminated against in recruiting, hiring, placement, training, promotion, dismissal, compensation, and benefits. No question on this application is intended to secure information to be used for any other purpose besides hiring.

GENERAL INFORMATION (Please Print Clearly)

NAME: _____
FIRST M.I. LAST

ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE (Daytime): _____ (Evening): _____

EMAIL ADDRESS: _____

Another name under which education and/or employment records may be filed: _____
FIRST LAST

POSITION APPLYING FOR: _____ DATE AVAILABLE: _____
MM/DD/YY

AVAILABLE TO WORK: Full-Time Part-Time Relief

PREVIOUS EMPLOYMENT HERE? _____ (If Yes, Date) _____
(MM/DD/YY)

Can you perform the essential Job Duties outlined in the Job Description with or without reasonable accommodations and without posing a threat to yourself or others? Yes No Explain: _____

Are you able to submit verification of your legal right to work in the United States? Yes No
 (Note: If hired, you must complete an I-9 Form within 3 days of employment.)

Are you 18 years of age or older? Yes No

Since 18 years of age, have you been **convicted of a misdemeanor or felony**, other than a minor traffic violation?
 Yes No (Note: Each conviction will be judged in relation to time, seriousness, and circumstances, and will not necessarily bar you from employment.) If Yes, please provide date, conviction and circumstance: _____

WHERE DID YOU HEAR ABOUT US? _____

EDUCATION

NAME OF SCHOOL	LOCATION	MAJOR	YEARS COMPLETED OR DATE OF GRADUATION	LIST DIPLOMA OR DEGREE

EMPLOYMENT HISTORY

List below all employment or internships including summer and part-time work, beginning with your most recent.
(If more space is needed, continue on a separate sheet.)

COMPANY NAME, ADDRESS, PHONE NUMBER	FROM – TO (Month/Year)	HOURS PER WEEK	POSITIONS HELD	SUPERVISOR(S)	REASON FOR LEAVING
NAME _____ ADDRESS _____ PHONE _____					
NAME _____ ADDRESS _____ PHONE _____					
NAME _____ ADDRESS _____ PHONE _____					
NAME _____ ADDRESS _____ PHONE _____					

List all volunteer experience related to the position for which you are applying:

Explain all periods of unemployment (30 days duration or more):

FROM	TO	EXPLANATION

It is the policy of Mohawk Opportunities, Inc. to verify references. Release authorization forms will be provided for completion at the interview. At the conclusion of your interview, these authorizations will be forwarded by our human resources department to the contacts you have listed.

Do you possess a valid New York State Driver’s License? YES NO

Driver’s License Number: _____

List all moving traffic violations in the past five years (A Motorist Report will be verified):

Infraction, Date

Infraction, Date

Infraction, Date

I certify that all answers provided herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of Mohawk Opportunities, Inc.

Signature: _____

Date: _____