

## LifePath Employment Application

**This application must be filled out completely in order for you to be considered for a job with LifePath.**

If you do not fully understand the questions on the application and need assistance, please visit the LifePath Administration Building at 28 Colvin Ave, Suite 2, in Albany and a staff member will help you.

***LifePath is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law.***

### Applicant Information

<b>Your Name:</b>	<b>Today's Date:</b>
<b>Your Address:</b>	
<b>Your Phone Number:</b>	
<b>Email Address:</b>	
<b>Driver's License ID #:</b>	

### Employment Position

***Please check the position(s) you are interested in:***

- Full-Time    Part-Time    Full-Time and/or Part-Time Position
- Meals on Wheels Driver (usually M - F, 8:30 a.m. to 1:30 p.m., ***must have clean driver's license***)
- Activities Coordinator (usually M - F, between the hours of 8:30 a.m. and 4:30 p.m.)
- Kitchen Staff (usually M - F, 6:30 a.m. to 1:30 p.m., ***having a car is helpful but not necessary***)
- Administrative Support Staff (usually M - F, between 8:30 a.m. and 4.30 p.m.)
- Program Manager (usually M - F, between 8:30 a.m. and 5:00 p.m., ***having a car is highly desirable***)
- Professional Position (usually M - F, between 8:30 a.m. and 5:00 p.m., ***having a car is necessary***)
- Other please specify \_\_\_\_\_

How did you hear about this position?
If hired, on what date are you available to start?
Do you have reliable transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Personal Information**

Have you ever been employed at LifePath (formerly known as Senior Services of Albany)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	
Do you have friends, relatives or acquaintances working for LifePath? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please state names and relationship:	
Are you 18 years or older <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally authorized to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any condition(s) that would require job accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe accommodation(s) required.*	
Have you ever been convicted of a criminal offense?* <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please state the nature of the crime(s), when and where.*	

*\*LifePath complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions.*

*\*No applicant will be denied employment solely on the ground of conviction of a criminal offense. The date of the offense, the nature of the offense, the surrounding circumstances and the relevance of the offense to the position applies for may, however, be considered.*

**Job Skills and Qualifications**

***Please list the skills and qualifications you have for the position for which you are applying:***

## **Education**

### **High School**

Name of School	Location (city, state)	Year Graduated	Degree

### **College/University**

Name of School	Location (city, state)	Year Graduated	Degree

### **Vocational School/Specialized Training**

Name of School/Academy	Location (city, state)	Year Graduated	Degree

### **Military**

Are you a member of the Armed Services? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what military skills do you possess that would be an asset for this position?

## **Previous Employment**

Employer:	Job Title:
Employer Address:	Supervisor Name:
	Phone Number:
	Can we contact him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed:	Reason for leaving:

Employer:	Job Title:
Employer Address:	Supervisor Name:
	Phone Number:
	Can we contact him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed:	Reason for leaving:

Employer:	Job Title:
Employer Address:	Supervisor Name:
	Phone Number:
	Can we contact him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed:	Reason for leaving:

## **References**

Please provide **two** personal references:

First and Last Name	Email or Phone Number	Relationship

Please provide **three** professional references:

First and Last Name	Email or Phone Number	Relationship

## **At-Will Employment**

The relationship between you and LifePath is referred to as “employment at will”. This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice by you or LifePath. No representative of LifePath has the authority to enter into any agreement contrary to the foregoing “employee at will” relationship.

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview may result in withdrawal of an offer of employment, or if subsequent to employment, may result in dismissal.

I understand that this employment application is not to be construed as a guarantee of employment.

I authorize LifePath to check references with former employers (unless otherwise indicated) as well as the personal and professional references I have listed. I also authorize LifePath to check my personal information on the following sites: (1) Sex offender registry at the US Department of Justice National Sex Offenders Public Website (2) General Services Administration’s Federal Excluded Party List System (3) Office of Foreign Assets Control Sanctions (Terrorist) List (4) New York State Department of Corrections and Community Supervision Inmate Population and (5) Federal Bureau of Prisons Inmate Search.

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**Applicant Signature**

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**Today’s Date**

Please submit the completed application to Holly Cargill-Cramer, Executive Director via email: [hollycc@lifepathny.org](mailto:hollycc@lifepathny.org) or by postage/drop-off to 28 Colvin Ave, Albany, NY 12206.