

Job Application

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.

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 and you need assistance, go to 28 Colvin Ave in Albany and a staff member will help you.

Please submit the completed application via email: info@lifepathny.org or mail 28 Colvin Ave, Albany, NY 12206.

Applicant Information

Your Name	Today's Date:
Your Address	
Your Phone Number	
Email Address	
Driver's License	

Employment Position

Please check the position or positions you are interested in:

- ☐ full time only
 ☐ part time only
 ☐ I would take a full or a part time position
- ☐ MOW Driver/Food Aide (M-F varied hours 8:00AM & 6:00 PM, must have clean driver's license)
- ☐ Transportation Driver (varied hours, must have clean driver's license)
- ☐ Activities Coordinator (usually M-F, between the hours of 8.30 until 4:30)
- ☐ Kitchen Staff (usually M-F, 6:30 till 1:30, having a car is helpful but not necessary)
- ☐ Administrative Support Staff (usually M-F, between 8:30 and 4.30)
- ☐ Program Manager (usually M-F, between 8:30 and 5:00, having a car is highly desirable)
- ☐ Professional Position (usually M-F, between 8:30 and 5:00, 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? ☐ no ☐ yes

Personal Information

Have you ever worked at LifePath (formerly known as Senior Services of Albany) before? ☐ yes ☐ no	
If yes, when:	
Do you have any friends, relatives or acquaintances working for LifePath (formerly known as Senior Services of Albany)? ☐ yes ☐ no	
If yes, please state names and relationship:	
Are you 18 years or older ☐ yes ☐ no	Are you legally able to work in the US? ☐ yes ☐ no
Do you have any condition that would require job accommodations? ☐ yes ☐ no	
If yes, please describe accommodations required. *	
Have you ever been convicted of a criminal offense ?** ☐ yes ☐ 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 and Training

High School

Name	Location (city, state)	Year Graduated	Degree Earned

College/University

Name	Location (city, state)	Year Graduated	Degree Earned

Vocational School /Specialized Training

Name	Location (city, state)	Year Graduated	Degree Earned

Military:

Are you a member of the Armed Services? ☐ yes ☐ 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 and Phone Number:
	Can we contact him/her? ☐ yes ☐ no
Dates Employed:	Reason for leaving

Employer:	Job Title:
Employer Address:	Supervisor Name and Phone Number:
	Can we contact him/her? ☐ yes ☐ no
Dates Employed:	Reason for leaving

Employer:	Job Title:
Employer Address:	Supervisor Name and Phone Number:
	Can we contact him/her? ☐ yes ☐ no
Dates Employed:	Reason for leaving

References

Please provide 2 personal references

Name	Email or phone number	Relationship

Please provide 3 professional references

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.

Signature of Applicant

Date