



Poughkidsie LLC
 50 Springside Avenue
 Poughkeepsie, NY 12603
 (845) 243-3750 • poughkidsie.com

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle

Present address _____
Number Street City State Zip

How long at this address _____ If under 18, your age _____

Home phone _____ Cell phone _____

E-mail _____

EMPLOYMENT DESIRED

Position(s) applied for _____ Days/hours available to work _____

Salary desired (\$/hour) _____

Can you work evenings and/or weekends? _____

Employment desired Full-time Part-time Full- or part-time Temporary/seasonal

When are you available to start work? _____

If temporary/seasonal, when can you work until? _____

EDUCATION

LEVEL	NAME & LOCATION OF SCHOOL	DATES ATTENDED	MAJOR & DEGREE	GRADUATED?	GPA
High School					
College					
Business or Trade School					
Professional or Graduate School					

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. Attach additional sheets if necessary.

Name of Employer	Name of last supervisor	Employment dates	Pay or salary
Address		From	Start
City, State, Zip		To	Final
Phone number	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company			

Name of Employer	Name of last supervisor	Employment dates	Pay or salary
Address		From	Start
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Address		From	Start
City, State, Zip		To	Final
Phone number	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company			

WORK EXPERIENCE (continued)

Are you currently employed? Yes No

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

Did you complete this application yourself? Yes No

If not, who did? _____

Are you certified in pediatric/adult CPR and/or First Aid? Yes No

If not, are you willing to become certified? Yes No

Please provide any additional details if needed

If you have any special experience, training, qualifications, or skills which you feel make you especially well-suited to this position, please describe them here

REFERENCES

Please provide two personal references who are not related to you.

Name Address Telephone Nature of Relationship Years Known

Name Address Telephone Nature of Relationship Years Known

EMERGENCY CONTACT

Please provide a contact in case of accident or illness.

Name Address Telephone Nature of Relationship

PERSONAL HISTORY

Have you ever been convicted of a felony?

Yes No

If so, please provide: date and nature of the offense, when and where convicted, disposition of the case, any significant details that affect the description of the event, the surrounding circumstances and the relevance of the offense to the position(s) applied for, if any

Please note that a criminal record or a conviction will not automatically bar employment, but will be considered as it relates to your fitness to perform in the position for which you are applying

Are you currently serving or have you ever served in the Armed Forces or the National Guard?

Yes No

If so, please provide details

If hired, can you provide proof of citizenship or proof of your legal right to live and work in the United States?

Yes No

Have you ever been employed by Poughkidsie LLC?

Yes No

If so, please describe _____

Do you have any friends or relatives currently or previously employed by Poughkidsie LLC?

Yes No

If so, please describe _____

If hired, would you have a reliable means of transportation to and from work?

Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

Yes No

If not, please describe the functions that cannot be performed

APPLICATION FORM WAIVER

Please read each paragraph closely, initial each, and sign below.

Initial	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed and/or reviewed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate termination of employment if I am employed, regardless of the time elapsed before discovery.
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Initial	I hereby authorize Poughkidsie LLC to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to Poughkidsie LLC any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I hereby release Poughkidsie LLC, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
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Initial	I understand that Poughkidsie LLC is a drug-free and alcohol-free workplace. I agree that if employed, I will not report to work while under the influence of illegal drugs or alcohol, and that any violation may be grounds for immediate termination of employment. I understand that drug and alcohol testing may be required as part of my employment application and that if I am employed, periodic drug and alcohol testing may be required as a condition of continued employment. I acknowledge that all drug and alcohol testing and any employment actions related to the results of such testing will be carried out in a manner consistent with all applicable laws.
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Initial	I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and Poughkidsie LLC, other than one that is "at will." I understand and agree that if I am employed, my employment will be of an "at will" nature, whereby either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice. I further understand that my employment, if I am hired, is for no definite or determinable period of time and may be terminated at any time, at the option of either myself or Poughkidsie LLC, and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by me and the company's designated representative.
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Signature of applicant _____ Date _____

Poughkidsie LLC is an Equal Opportunity Employer and provides equal opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Poughkidsie LLC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Poughkidsie LLC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Poughkidsie LLC's employees to perform their expected job duties is absolutely not tolerated.