

St. Anne Institute

160 North Main Avenue, Albany, New York 12206

Employment Application

As an Equal Opportunity Employer, St. Anne Institute will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, veteran or disability status, age, sexual orientation, gender identity or other characteristic(s) protected under applicable law.

Position Applying For: _____ **Date:** _____

Last Name:		First Name:		Middle Initial:	SS#:
Street Address:					Apt:
City:	State:	Zip:	Home Phone:		Cell Phone:
Email:			Preferred Pronouns:		

- Are there limitations to your flexibility to work particular hours or days? ☐ Yes ☐ No

If yes, please explain: _____

- Do you have a valid, clean New York State driver's license? ☐ Yes ☐ No

Any restrictions? ☐ Yes ☐ No

If yes, please explain restriction: _____

In accordance with New York State Law, St. Anne Institute will contact the Department of Social Services to determine if an applicant is the subject of an indicated child abuse and maltreatment report (SCR).

- Have you ever been the subject of an indicated report of child abuse or maltreatment? ☐ Yes ☐ No

If yes, please explain: _____

- Have you ever been disciplined, terminated or asked to resign because of abuse or maltreatment of a dependent child or adult? ☐ Yes ☐ No

If yes, please explain: _____

- I affirm and swear that to the best of my knowledge, ☐ I have ☐ I have not been convicted of a misdemeanor or felony in the State of New York or any other jurisdiction.

(A conviction will not automatically disqualify an applicant from further consideration for employment.)

If you have, please explain: _____

- Has any government agency proposed that you be excluded from participating in a government program such as Medicare or Medicaid? ☐ Yes ☐ No

If yes, please describe the circumstances and indicate the period of exclusion: _____

Please be prepared to provide contact information for three references upon request.

Education: (Please provide records of any trainings, licenses, certifications or other qualifications)

Elementary School:		
_____	_____	
Name of School	Location of School	
High School:		
_____	_____	
Name of School	Location of School	
Graduated? ☐ Yes ☐ No ☐ GED	Year Graduated: _____	
College:		
_____	_____	_____
Name of School	Dates Attended	Degree/Major
_____	Graduated?	_____
Location of School	☐ Yes ☐ No	Year Graduated
College:		
_____	_____	_____
Name of School	Dates Attended	Degree/Major
_____	Graduated?	_____
Location of School	☐ Yes ☐ No	Year Graduated

Employment History: (leave Current Employer blank if unemployed)☐ Resume attached

Current Employer: _____		Phone Number: _____	Date Hired: _____
Your Position: _____		Supervisor Name & Title: _____	
May we contact your current employer? ☐ Yes ☐ No		May we contact your previous employers? ☐ Yes ☐ No	
Previous Employer: _____		Phone Number: _____	
Your Position: _____		Dates Employed: _____	
Supervisor Name/Title: _____		Reason for Leaving: _____	
Previous Employer: _____		Phone Number: _____	
Your Position: _____		Dates Employed: _____	
Supervisor Name/Title: _____		Reason for Leaving: _____	
Previous Employer: _____		Phone Number: _____	
Your Position: _____		Dates Employed: _____	
Supervisor Name/Title: _____		Reason for Leaving: _____	

Agreement: (read the following statement carefully before signing this application)

I affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. Falsified information or significant omission will disqualify me from further consideration for employment, and may result in dismissal if discovered at a later date. I authorize persons, schools, employers, and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

Signature: _____	Date: _____
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E-mail this application to: recruiting@s-a-i.org

Reviewed TG: 5/25/05, 03/28/13, 4/7/17

T. Gabriel, COO/CCO revised: 8/12/11, 9/28/12, 03/28/13, 6/7/16, 1/14/22