

NEW HORIZONS RESOURCES, INC.

123 West Road - Pleasant Valley, NY 12569 - (845) 473-3000 Ext. 1352, Fax (845) 635-3807

APPLICATION FOR EMPLOYMENT

As an equal employment opportunity employer, NHR does not discriminate against applicants or employees because of their age, citizenship status, color, creed, disability (where able to perform the essential functions of the job with or without reasonable accommodation), genetic predisposition or carrier status, marital status, military status, national original, race, religion, national origin, sex (except where a bona-fide occupational qualification), sexual orientation, or on any other basis prohibited by law.

***** PLEASE TYPE OR PRINT IN INK BELOW THIS LINE *****

Name (Last) (First) (Middle)

Current Address (Street) (City) (State) (Zip Code)

Daytime Phone Number Cell Phone Number Alt. Phone Number Email Address

Permanent Address (Street) (City) (State) (Zip Code)
(If different than Current Address)

Position applied for: _____ Wage/Salary Expectations: _____

How many miles / time are you willing to travel? _____ Date Available to Begin Work: _____

Check off Employment Status You Seek: Full Time Part Time Summer Temporary On Call (Relief)

Check off each shift are you able to work (shift times may vary based on program needs):

1st (7am-3pm) 2nd (3pm-11pm) 3rd (11pm-7am)

Check off which days are you able to work:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Check off each location you are able to work:

Amenia East Fishkill Millerton Pleasant Valley (Salt Point) Stormville
 Clinton Corners High Falls Napanoch Poughkeepsie Unionvale (Verbank)
 Clintondale Hyde Park New Paltz Poughquag Wallkill
 Dover Plains Kerhonkson Kingston Pine Bush Wassaic

Have you ever worked for NHR? YES or NO

If YES, when and where?

Have you ever applied to NHR for a job? YES or NO

If YES, when and where?

How were you referred to NHR? (if referred by a current NHR employee, please identify employee (s))

If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documentation needed to prove eligibility to work in the US, we will assist you by describing the required documents.) YES or NO If NO, please explain:

Have you ever belonged to a club, organization, society, or professional group which has a bearing upon your qualifications for the job for which you are seeking? YES or NO If YES, please describe:

RECORD of EDUCATION (Must Provide Copy of Diploma/Degree or Transcript If Offered Employment)

Name & Address of School	Graduated		Degree/Diploma Rcvd/Exptd Highest Grade or Credits	Major/Minor Fields of Study
	Yes	No		
High School (Last Attended)				
Colleges/ Universities				
Graduate School				
Other Education/Training Regarding Care of or Services To Individuals With Developmental Disabilities				

BACKGROUND SCREENINGS

Employment may require clearance through OPWDD’s Criminal Background Check, SEL, MHL 16.34, Statewide Central Registry check, and others as required by New York State OPWDD and the Justice Center. Convictions and/or allegations does not automatically disqualify you from employment. Failure to disclose information or misrepresentations will be considered falsification of this application. Please use additional paper if necessary.

Have you ever been convicted of a crime (misdemeanor or felony) in any jurisdiction? YES or NO
If YES, please explain:

Are there any pending/unresolved charges? YES or NO
If YES, please explain:

Have you ever been involved in an allegation of abuse, neglect and/or harassment by any employer/APS/CPS/the agencies listed above/ other)? YES or NO If YES, please explain:

Have you ever been sanctioned by the NYS Justice Center, Office of the Inspector General or excluded from participation in Medicare, Medicaid and/or other Federal health care programs? YES or NO
If YES, please explain:

DRIVER’S LICENSE & DRIVING RECORD

Employment may require clearance through the agency’s motor vehicle insurance carrier. A “YES” answer does not automatically disqualify you from employment. The nature & date of the offense and the type of job offer which you are applying will be considered.

Do you possess a valid current driver license? YES or NO License Number & State _____

Have you ever been convicted of a motor vehicle moving violation offense (including, but not limited to, convictions involving alcohol and/or drugs while driving)? YES or NO

Has your license ever been suspended or revoked? YES or NO

Have you ever been involved in a motor vehicle accident or occurrence involving harm to human beings or property while driving? YES or NO

If YES to any of the above, please explain:

EMPLOYMENT REFERENCES and WORK HISTORY - PLEASE COMPLETE EACH ENTRY IN DETAIL
(Please list your most recent experience first, followed by other employment experiences in chronological order)

1. Name and Address of Employer: Phone: (_____) _____ When may we contact the employer? Circle: Immediately or After Conditional Emp Offer	Starting Position: _____ Starting Date: _____ Nature of Work: _____ Reason for Leaving: _____	Ending Position: _____ Ending Date: _____ Name and Title of Supervisor: _____
2. Name and Address of Employer: Phone: (_____) _____ May we contact the employer? YES or NO	Starting Position: _____ Starting Date: _____ Nature of Work: _____ Reason for Leaving: _____	Ending Position: _____ Ending Date: _____ Name and Title of Supervisor: _____
3. Name and Address of Employer: Phone: (_____) _____ May we contact the employer? YES or NO	Starting Position: _____ Starting Date: _____ Nature of Work: _____ Reason for Leaving: _____	Ending Position: _____ Ending Date: _____ Name and Title of Supervisor: _____

Use this space to describe any previous work history and/or to detail particular job responsibilities listed above. Describe any prior or current experience as an employee, volunteer or certified provider with OPWDD or any other state agency or any other provider of human services. Include any information that relates to prior or current experience in direct care work or any additional information which you feel may be relevant to and aid in performance of duties for the job for which you are applying such as: any hobbies, interests, special skills, training and relevant professional licenses. Please use additional paper if necessary.

PERSONAL REFERENCES WHO CAN ATTEST TO YOUR CHARACTER, REPUTATION & PERSONAL QUALIFICATIONS
***** DO NOT INCLUDE RELATIVES IN THIS LIST *****

First & Last Name - Relationship	Daytime & Evening Phone Numbers
1.	
2.	
3.	

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I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND



AUTHORIZATION TO OBTAIN DMV ABSTRACT

I, _____, am an applicant for employment with New Horizons Resources, Inc.
Please Print Name Here

I am being considered for a position which requires that I drive as part of my employment.

I understand that, NHR will check my license status and driving record by obtaining an abstract from the New York State Department of Motor Vehicles (“DMV”) to determine if my driving record is acceptable for employment.

I have been advised of the criteria that NHR applies in determining whether a driving record is acceptable.

I am not sure whether my driving record would be deemed acceptable by NHR and request and authorize NHR to obtain my driving abstract from DMV. I understand that I will not be charged by NHR for this service.

I have been advised that in lieu of having NHR obtain my driving abstract that I could obtain this abstract directly from DMV at my own expense, but have chosen not to do so.

I have been advised that I am under no obligation to give this authorization prior to any conditional offer of employment having been made and understand that I may withhold my consent prior to any conditional offer of employment being made without in any way jeopardizing consideration of my application for employment.

I agree to provide NHR with information necessary to obtain my driving abstract and that NHR will use the information I provide for the purpose of obtaining my driving abstract only.

I understand that when the driving abstract is obtained by NHR, that NHR will evaluate my driving record against the criteria it has established and determine whether my driving record is acceptable. I understand that as a result of this evaluation, NHR may deny employment on the basis of my having an unacceptable driving record.

If my driving record is deemed acceptable, I understand that NHR will continue to consider me for employment but is under no obligation to offer me employment.

I have placed my signature below of my own volition and free will and have not been pressured or coerced into doing so.

Applicant’s Signature

Driver’s License #

Today’s Date

VALID DRIVER LICENSE & GOOD DRIVING RECORD

Why does NHR care about my license and driving record?

Generally, all employees working in direct care positions must possess valid driver licenses and an acceptable driving record. This is so because direct care employees are expected to transport the individuals we serve to and from events in the community, medical appointments, etc. NHR has an obligation to protect the safety of the people we serve and any employees who would be traveling with anyone driving for NHR. This requirement is also true for any other positions at NHR where an employee is expected to operate agency vehicles as part of their job (or operate their own vehicles in conducting agency business).

How will I tell NHR about my license and driving record?

When completing NHR's Application for Employment, you will be asked about whether you have a valid driver license and will be asked to describe any moving violations and accidents. **It is very important that you complete this information carefully and completely.**

How will NHR verify the information I provide about my license and driving record?

If you are offered employment with NHR in a position in which driving is required, the offer will be conditioned on NHR obtaining an abstract of your driving record to verify that has an acceptable driving record. In that case, you would sign a separate consent form for NHR to obtain this abstract (at no cost to you) from the New York State Department of Motor Vehicles ("DMV"). If you have an out of state license, it is your responsibility to provide NHR with an abstract (for which NHR would reimburse you for the cost of obtaining) following a conditional offer of employment.

What makes a driving record unacceptable to NHR?

In order to assist you in determining whether your driving record is acceptable, please note that, generally, your driving record would be unacceptable if your abstract shows :

- a conviction for a Type A Event within the last 3 years (from date of conviction);
- convictions for 2 Type A Events or 1 Type A and 1 Type B event occurring within the last 5 years (from date of conviction); or,
- 3 or more Type B Events with the past 3 years (from date of conviction or date of accident if no conviction).

What are Type A and Type B Events?

TYPE "A" EVENTS

Aggravated assault with a motor vehicle	DWI/DUI/OUI/OWI- Drugs or Alcohol
Driving with an open container (alcohol)	Driving while license is suspended or revoked
Failure to report an accident	Fleeing or evading police or roadblock
Hit and run (Bodily injury or property damage)	Illegal passing of a school bus
Manslaughter or Negligent homicide using a motor vehicle	Operating a motor vehicle for the commission of a felony
Permitting an unlicensed person to drive	Reckless driving
Refusing to take a substance test	Resisting arrest
Speed Contest (racing)	Violations (not listed here but) considered serious by state law

TYPE "B" EVENTS

At Fault Accidents (does not include accidents with deer)	Careless driving
Failure to yield	Failure to obey traffic signal or sign
Having a license suspended in past related to moving violations	Improper lane change
Moving violations, include Speeding	Operating a mobile phone while driving (talking/texting)

What if I'm not sure about my driving record?

If you are unsure whether your driving record is acceptable, you may request and authorize NHR to obtain a driving abstract (at no cost to you) from DMV **before** any conditional offer of employment is made by NHR. If you did not wish to do that, you could obtain your abstract directly from DMV. If you want NHR to obtain a copy of the abstract for you, you must complete the attached authorization form. **No applicant is required to complete this form prior to a conditional offer of employment being made and completing this form does NOT constitute an offer of employment from NHR.**