



# APPLICATION FOR EMPLOYMENT

706 Executive Blvd., Valley Cottage, New York 10989 Phone: 845-268-8200 Fax: 845-268-8100

175 Clearbrook Road, Suite 161, Elmsford, New York 10523 Phone: 914-946-2288 Fax: 914-347-3025

Thank you for your interest in joining Another Step, Inc.

In order to be considered for employment, this application must be completed in full. This application will be given every consideration, but its receipt does not imply an offer of employment. Applicants will be considered for vacancies, which arise during a 90 day period following submission. Applicants should complete an updated application if not contacted and/or hired during this 90 day review period.

## APPLICANT INFORMATION

Name:		Date:
Street Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Email:
How did you hear about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employee Referral <input type="checkbox"/> Family Referral <input type="checkbox"/> Former Employee <input type="checkbox"/> Other Please provide name of referral source (i.e Indeed.com, John Smith, Community Location, Former DSP, etc.)		
Have you applied to our Agency in the Past? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">If yes, when?</span>		

## EMPLOYMENT STATUS

Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No  Are you currently authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No  Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Another Step, Inc. will verify the identity and employment status of every individual offered employment with the Agency.
--

## EMPLOYMENT DESIRED

Position applied for:   Are you capable of performing the essential functions of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No
--



# APPLICATION FOR EMPLOYMENT

706 Executive Blvd., Valley Cottage, New York 10989 Phone: 845-268-8200 Fax: 845-268-8100

175 Clearbrook Road, Suite 161, Elmsford, New York 10523 Phone: 914-946-2288 Fax: 914-347-3025

## EMPLOYMENT HISTORY

Please list your four (4) **most recent** employers. If you do not have previous employment you may list any volunteer or military service.

### Employer 1

Employer Name:	Supervisors' Name & Title:
Employer Address:	Contact Information: Office Phone: Email:
Your Position/Title:	Dates of Employment: Month/Year
Please describe your job functions:	
Reason for Separation: <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Other Please explain reason for separation:	

May we contact this employer?  Yes  No

If no, may we contact this employer after an offer of employment has been accepted?  Yes  No

### Employer 2

Employer Name:	Supervisors' Name & Title:
Employer Address:	Contact Information: Office Phone: Email:
Your Position/Title:	Dates of Employment: Month/Year
Please describe your job functions:	
Reason for Separation: <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Other Please explain reason for separation:	

May we contact this employer?  Yes  No

If no, may we contact this employer after an offer of employment has been accepted?  Yes  No



# APPLICATION FOR EMPLOYMENT

706 Executive Blvd., Valley Cottage, New York 10989 Phone: 845-268-8200 Fax: 845-268-8100

175 Clearbrook Road, Suite 161, Elmsford, New York 10523 Phone: 914-946-2288 Fax: 914-347-3025

### Employer 3

Employer Name:	Supervisors' Name & Title:
Employer Address:	Contact Information: Office Phone: Email:
Your Position/Title:	Dates of Employment: Month/Year
Please describe your job functions:	
Reason for Separation: <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Other Please explain reason for separation:	

May we contact this employer?  Yes  No

If no, may we contact this employer after an offer of employment has been accepted?  Yes  No

### Employer 4

Employer Name:	Supervisors' Name & Title:
Employer Address:	Contact Information: Office Phone: Email:
Your Position/Title:	Dates of Employment: Month/Year
Please describe your job functions:	
Reason for Separation: <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Other Please explain reason for separation:	

May we contact this employer?  Yes  No

If no, may we contact this employer after an offer of employment has been accepted?  Yes  No



# APPLICATION FOR EMPLOYMENT

706 Executive Blvd., Valley Cottage, New York 10989 Phone: 845-268-8200 Fax: 845-268-8100

175 Clearbrook Road, Suite 161, Elmsford, New York 10523 Phone: 914-946-2288 Fax: 914-347-3025

---

**SKILLS:** Please list below any additional skills or qualifications you possess, relevant to the position for which you are applying

---

## PROFESSIONAL REFERENCES

Please list three (3) professional references. If you are a recent graduate, you may list school professors, school counselors, volunteer service and/or military service **NOTE: family and friends are not professional references**

Reference Name	Employer	Relationship	Phone & Email

## EDUCATION

Please list all Educational institutions attended below, starting with High School

Institution Name	Location	Years Completed	Did you Graduate	Type of Diploma/Degree Received
High School				
College				
Continued Education				
Business/Trade School				

**Additional Training:** Please list below any additional training or courses completed, relevant to the position for which you are applying

---



# APPLICATION FOR EMPLOYMENT

706 Executive Blvd., Valley Cottage, New York 10989 Phone: 845-268-8200 Fax: 845-268-8100

175 Clearbrook Road, Suite 161, Elmsford, New York 10523 Phone: 914-946-2288 Fax: 914-347-3025

## DRIVING HISTORY

Do you have a valid non-provisional Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate date issued?
Have you had any accidents during the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many? If yes, please provide additional information:
Have you had any moving or parking violations during the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many? If yes, please provide additional information:
Has your Driver's License been suspended during the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many? If yes, please provide additional information:
Have you been convicted of a DWI or DUI during the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many? If yes, please provide additional information:

## VEHICLE INFORMATION

Do you have access to a reliable vehicle to utilize for business purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, are you a covered driver under the vehicle's insurance policy? <input type="checkbox"/> Yes <input type="checkbox"/> No

## CRIMINAL BACKGROUND INFORMATION

Applicants are required to disclose all past criminal convictions and any charges currently pending. Upon the acceptance of an offer of employment all new hires will be required to submit to a criminal background check before commencing employment.

Have you ever been <b>convicted</b> of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide date and description of conviction(s):
Do you currently have any felony or misdemeanor charge(s) <b>pending</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide date and description of charge(s):



# APPLICATION FOR EMPLOYMENT

706 Executive Blvd., Valley Cottage, New York 10989 Phone: 845-268-8200 Fax: 845-268-8100

175 Clearbrook Road, Suite 161, Elmsford, New York 10523 Phone: 914-946-2288 Fax: 914-347-3025

---

## Federal Driver Privacy Protection Act Authorization to Obtain Motor Vehicle Report

For the sole purpose of the determination and evaluation of my motor vehicle operating record and pursuant to the State and Federal regulations of compliance,

I (Name of Applicant/Employee) \_\_\_\_\_ authorize

Rose & Kiernan, Inc. to obtain my Motor Vehicle Record. I understand that this record may contain personal information\* in addition to any/all driver violations and/or accidents, which may be on record through the \_\_\_\_\_ State Department of Motor Vehicles.

Address on Driver's License: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Street Address/Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**I authorize release of the above information to my employer (or proposed employer).**

Applicant/Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**\*Personal information means information that identifies an individual including an individual's photograph, social security number, driver identification number, name, address and telephone number. It does not include information on vehicular accidents, driving violations and driver status.**



# APPLICATION FOR EMPLOYMENT

706 Executive Blvd., Valley Cottage, New York 10989 Phone: 845-268-8200 Fax: 845-268-8100

175 Clearbrook Road, Suite 161, Elmsford, New York 10523 Phone: 914-946-2288 Fax: 914-347-3025

## SCHEDULE REQUESTED

Please indicate days and times you are available for work

Time	EXAMPLE	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
7:00am	X							
8:00am	X							
9:00am	X							
10:00am	X							
11:00am	X							
12:00pm	X							
1:00pm	X							
2:00pm	X							
3:00pm	X							
4:00pm								
5:00pm								
6:00pm								
7:00pm								
8:00pm	X							
9:00pm	X							
10:00pm	X							
11:00pm	X							
12:00am	X							
1:00am								
2:00am								
3:00am								
4:00am								
5:00am								
6:00am								



# APPLICATION FOR EMPLOYMENT

706 Executive Blvd., Valley Cottage, New York 10989 Phone: 845-268-8200 Fax: 845-268-8100

175 Clearbrook Road, Suite 161, Elmsford, New York 10523 Phone: 914-946-2288 Fax: 914-347-3025

---

## EQUAL OPPORTUNITY EMPLOYER

Another Step, Inc. is an equal opportunity employer. We consider applications for employment without regard to race, color, religion, sex, national origin, age, sexual orientation or any non-job related disability. Equal access to programs, service and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify our Human Resources Coordinator.

It is Another Step, Inc.'s policy that applicants for employment are recruited, selected and hired on the basis of individual merit and ability, with respect to the specific position being filled. The Agency specifically forbids unlawful discrimination in regard to race, color, religion, sex, national origin, age, sexual orientation or any other legally protected status.

## VOLUNTARY SELF-IDENTIFICATION

We are subject to certain government recordkeeping and reporting requirements for the administration of civil rights laws and regulations. Submission of this information is voluntary and refusal to provide the below information will not subject you to any adverse treatment.

Gender:  Male  Female

### Ethnicity/Race

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East or North Africa

Black or African American (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including Cambodia, China,, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam

American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North or South America (including Central America), and who maintain tribal affiliations

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one (1) of the above five (5) races

---

Are you a member of the Armed Forces?  Yes  No

Are you a Veteran?  Yes  No

Are you a Disabled Veteran?  Yes  No





# APPLICATION FOR EMPLOYMENT

706 Executive Blvd., Valley Cottage, New York 10989 Phone: 845-268-8200 Fax: 845-268-8100

175 Clearbrook Road, Suite 161, Elmsford, New York 10523 Phone: 914-946-2288 Fax: 914-347-3025

---

## DISCLAIMER AND AUTHORIZATION FOR RELEASE OF INFORMATION

I affirm that I have read and fully understand the questions asked in this application. I hereby certify the information I have provided on this application, resume, given verbally or provided on any other materials, is true and complete to the best of my knowledge. I understand that any misrepresentation or omission of fact in my application, resume, given verbally or provided on any other materials, can be justification for refusal of employment or if employed, immediate termination of my employment with Another Step, Inc.

Another Step Inc. or its agents may seek to verify the information on this application. As such, I hereby authorize Another Step, Inc. and its agents to contact any former employer or any representative of any other organization to which I have referenced on this application, resume, given verbally or provided on any other materials, and hereby authorize said employer and/or representative to provide information to Another Step, Inc. on my behalf. Furthermore, I hereby release from liability any persons, companies or institution supplying such information to Another Step, Inc. and shall hold Another Step Inc. harmless from liability arising out of decisions made based on that information.

I understand and agree that all work product developed during my employment at Another Step, Inc. is the property of Another Step, Inc. and no attempt will be made to deliver or use said work product for any purpose other than the benefit of Another Step, Inc. I understand that all records, including copies, are the property of Another Step, Inc.

I understand this application is not an offer of employment and in the event that I am hired, my employment will be "at will" and either Another Step, Inc. or I may terminate my employment at any time, with or without cause and with or without notice.

**I acknowledge that I have read and understand all of the above statements**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_