

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-3.

DATE

Name

Last

First

Middle

Maiden

Present address

Number

Street

City

State

Zip

How long

Social Security No. _____ - _____ - _____

Telephone (____)

If under 18, please list age

Position applied for (1)
and salary desired (2)
(Be specific)

Days/hours available to work

No Pref Thur

Mon Fri

Tue Sat

Wed Sun

How many hours can you work weekly?

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work?

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A FELONY? No Yes

If yes, please explain.

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty Date Entered Discharge Date

**Work
Experience**

Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

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

Work experience	Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.		
Name of employer Address	Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code Phone number		From To	Start Final
Reason for leaving (be specific)	Your last job title		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? Yes No	
Did you complete this application yourself Yes No	
If not, who did?	
Please list two references other than relatives or previous employers.	
Name	Name
Position	Position
Company	Company
Address	Address
Telephone (____)	Telephone (____)
Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.	

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with NABA creates an actual or implied contract of employment. I understand that, if I accept employment with NABA, it will be on an at-will basis. This means that either NABA or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by NABA. I release NABA, and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize NABA to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release NABA and its employees from all liability arising from such investigation.

Signature of applicant _____ **Date:** _____

Northeastern Association of the Blind at Albany ("NABA") is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with NABA depends solely on your qualifications.