

Please check your availability to work:

Regular Full-Time

Regular Part-Time at _____ hours/week

Mornings _____ Afternoons _____ Nights _____ Weekends _____ Sundays _____

Do you have a New York State Drivers License? _____ NYS ID # _____

Do you have a reliable vehicle available for travel? _____

License Plate # _____ Drivers License # _____

EDUCATION AND TRAINING

School	Name	Course of Study	# of years	Diploma/Degree
High School				
College				
Other				

Please state any additional information and skills you feel may be helpful to us in considering your applications: _____

WORK EXPERIENCE – Complete this section even if you are attaching a resume

Begin with your current or last job. Include any job-related volunteer activities or military service. You may exclude any organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed	Hourly/Salary	Job Title	Reason for Leaving

PROFESSIONAL REFERENCES – Please do not include family members.

EMPLOYER	ADDRESS & PHONE	OCCUPATION

Applicant’s Certification – Please read this carefully before signing the application!

SOS Shelter, Inc. is an equal opportunity employer and will consider applicants for all positions without regard to race, age, color, religion, marital status, national origin, disability, veteran status or any other legally protected status.

No applicant will be rejected as a result of any impairment, which with reasonable accommodation, does not prevent performance of the work.

SOS Shelter, Inc. will not tolerate sexual harassment or harassment on the basis of any protected class status in the workplace.

I understand that, if selected, I will be required to provide proof of my identity and legal right to work in the United States prior to actual employment at SOS Shelter, Inc.

I certify that I have answered truthfully and have not knowingly withheld information relative to my application. I understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes know to SOS Shelter, Inc. may result in immediate termination of my employment.

I hereby authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give SOS Shelter Inc. representatives any and all information regarding me and my previous employment. I release SOS Shelter, Inc. and all previous employers and supervisors from liability for any damages that may result from furnishing information to SOS Shelter, Inc. In consideration of my employment, I agree to adhere to all existing and future instructions, rules and policies of SOS Shelter, Inc. I also understand that SOS Shelter, Inc. reserves the right to change wages, hours and working conditions as deemed necessary and that no representative of SOS Shelter, Inc. has any authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing.

I understand that all employees of SOS Shelter, Inc., with respect to length of employment are considered to be “at will.” This means that I may terminate my employment with SOS Shelter, Inc. at any time, without notice, without liability, for any extended period. Similarly, SOS Shelter, Inc. may terminate my employment with SOS Shelter, Inc. at any time without notice, without liability, for any extended period. There is no guaranteed length of employment for any employee. Similarly, any representation by any agent or employee of SOS Shelter, Inc. to the contrary is not authorized or binding upon SOS Shelter, Inc. unless in writing and signed by the Executive Director of SOS Shelter, Inc.

I have read and reviewed the above certification statements and other information provided on the three-page application.

Applicant’s Signature: _____ Date: _____