

APPLICATION FOR EMPLOYMENT

Physical Address: 226 Warren Street, Glens Falls, NY 12801
 Mailing Address: P.O. Box 3306, Glens Falls, NY 12801
 Phone: 518-792-5900 Website: www.opendoor-ny.org

Date _____

Name: _____ Phone: _____
 (Last) (First) (Middle)

Address _____
 (Street) (City) (State) (Zip)

Email: _____

If you are under 18 years of age can you provide a work permit? _____ Salary Desired: _____

Position(s) Applying For _____

How did you learn of this opening? _____ Date available for work: _____

Type of employment desired (circle all that apply):
 Full-time Part-time Evenings Days
 Weekends Nights Seasonal/Temporary

AVAILABILITY: Please indicate the times that you are usually available for work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EDUCATION INFORMATION

Please circle the last year of school that you completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16+

Did you complete high school?: YES ___ NO ___ DIPLOMA? YES ___ NO ___ GED? YES ___ NO ___

Name of last high school attended: _____ City & State: _____

Are you currently a student? YES ___ NO ___ Full Time ___ Part Time ___ Major: _____

If you are a student, what is your current status? _____

Are you planning to pursue further studies? YES ___ NO ___ Explain: _____

List other certifications, licenses, or specialized training: _____

	Name	City/State	Course of Study	Years Attended	Did you Graduate	Degree Certification
College						
Business, Tech or Trade						
Other						

EMPLOYMENT HISTORY

List below your last four employers. Please begin with your current or most recent job first.

1. EMPLOYER: _____ Phone Number: _____

Address (City & State): _____

Job Title: _____ Dates of Employment: From _____ To _____
(mo/yr) (mo/yr)

Salary: start _____ end _____ Describe your duties and responsibilities: _____

Supervisor: _____ Phone No. /Extension: _____ Title: _____

Reason for leaving: _____

2. EMPLOYER: _____ Phone Number: _____

Address (City & State): _____

Job Title: _____ Dates of Employment: From _____ To _____
(mo/yr) (mo/yr)

Salary: start _____ end _____ Describe your duties and responsibilities: _____

Supervisor: _____ Phone No. /Extension: _____ Title: _____

Reason for leaving: _____

3. EMPLOYER: _____ Phone Number: _____

Address (City & State): _____

Job Title: _____ Dates of Employment: From _____ To _____
(mo/yr) (mo/yr)

Salary: start _____ end _____ Describe your duties and responsibilities: _____

Supervisor: _____ Phone No. /Extension: _____ Title: _____

Reason for leaving: _____

4. EMPLOYER: _____ Phone Number: _____

Address (City & State): _____

Job Title: _____ Dates of Employment: From _____ To _____
(mo/yr) (mo/yr)

Salary: start _____ end _____ Describe your duties and responsibilities: _____

Supervisor: _____ Phone No. /Extension: _____ Title: _____

Reason for leaving: _____

Please write the number(s) of any employer(s) you do not want us to contact: _____

If your name has changed or you have gone by another name during any periods of employment, please list name(s):

Can you, upon conditional offer of employment, provide genuine documentation establishing identity and eligibility to be legally employed in the United States? _____ Have you ever been convicted of a felony? _____

If yes, give dates and explain: _____

CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.

REFERENCES

List three personal references not related to you.

Name	Phone Number	Occupation	Years Known

Please use the space below to share your Christian testimony; you may use additional paper as needed.

Please refer to our Qualifications for Employment at <https://opendoor-ny.org/about/employment/>

APPLICANT'S CERTIFICATION

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by The Open Door or any of its agents unless I have indicated on this form to the contrary.

I understand and agree that:

- Any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on: 1) the provision of satisfactory proof of an applicant's identity and legal authority to work in the USA; 2) the ability to successfully pass a drug test; and 3) the willingness and ability to authorize and pass a criminal background investigation.
- A routine inquiry may be made during the processing of this application and I authorize The Open Door and their representatives to consult with administrators/supervisors/references and academic institutions with which I have been associated and with others who may have information bearing on my professional competence.

I release from liability The Open Door as well as any and all individuals, corporations or organizations for furnishing such information.

I understand that because The Open Door is a Christian organization whose purpose is to share the gospel of Jesus Christ; employment with The Open Door is subject to acceptance, agreement, and subscription to the Statement of Faith and Qualifications for Employment upon hire and continuously while employed by The Open Door.

In consideration of my employment, I agree to conform to the rules and standards of The Open Door. and that my employment and compensation can be terminated AT WILL, with or without cause, and with or without notice, at any time, either at my option or at the option of The Open Door.

(Signature)

(Date)

The Open Door is a 501(c)3, charitable, non-profit, Christian organization. As such, we exercise our legal rights as it relates to discrimination because of an organizational exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, amended 1991, concerning religious discrimination in employment. It is the policy of Open Door to grant equal opportunities for employment to all qualified individuals without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable legally protected status.

For Use by The Open Door Only

APPLICATION RECEIVED BY: _____ DATE: _____

ROUTED TO: _____ DATE: _____ POSITION: _____

ROUTED TO: _____ DATE: _____ POSITION: _____

HIRED? YES ___ NO ___ POSITION: _____ START DATE: _____

COMMENTS: