



Mohawk Valley Resource Center for Refugees
309 Genesee Street
Utica, NY 13501
(315) 738-1083
www.mvr-cr.org
facebook.com/MVRCR

IMPORTANT:

All applicants must complete an application. It can be emailed to info@mvr-cr.org or drop off at our Agency.
Resumes may be attached but may not be used as a substitute for application.
Please complete pages 1-3 of this application. Applications that are incomplete and/or not signed will not be considered.

Application for Employment

MVRCR is committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis including, but not limited to age, race, creed, color, national origin, sex, disability, genetic predisposition or carrier status, marital status, religion, citizenship, sexual orientation or any other protected class or status recognized by federal, state or local law.

PERSONAL BACKGROUND

Name _____ Today's Date: _____
Last First Middle

Home Address _____
Number and Street City or Town State Zip Code

Home Phone _____ Cell Phone _____ Email _____

Position Applied for _____ Pay Desired _____.____per hour Date Available to Start Work _____

Can you safely perform the essential functions of the position for which you are applying? YES NO
(If you have any question as to what functions are applicable to the position for which you are applying, please ask before you answer this question)

If no, please explain. _____

Are you over the age of 18 years? YES NO
(If no, you may be required to provide authorization to work.)

Are you legally eligible to be employed in the United States? YES NO
(Proof of eligibility to work in the United States will be required upon employment).

Have you been convicted of a felony or misdemeanor within the last 7 years? YES NO

If yes, what was the disposition of the case?: _____

Note: The existence of a criminal record will not automatically disqualify you from the job you are applying for. Do not answer "YES" if your 'official' conviction record has been annulled, expunged, sealed, or whereby law you are not required to provide information regarding a specific conviction.

Have you ever worked or applied for work at MVRCR before? YES NO
If yes, when? _____

Do you have any relatives or friends who work for MVRCR? YES NO
If yes, who and where do they work? _____

How were you referred to MVRCR? Walk-In ___ Family Member ___ MVRCR Employee ___ Newspaper Ad ___
US Labor Department ___ Other (please specify) _____

EMPLOYMENT PREFERENCES

Are you willing to work overtime? ___ YES ___ NO Are you willing to travel if needed? ___ YES ___ NO

Indicate languages you are familiar with, other than English, and your level of fluency:

Language _____ Fluent ___ Good ___ Fair ___ Speak ___ Read ___ Write

Language _____ Fluent ___ Good ___ Fair ___ Speak ___ Read ___ Write

Only answer the next question if the job you are applying for requires driving.

Do you have a valid NYS driver's license? ___ YES ___ NO

Educational Background	Name and Location of School	Circle Highest Grade Completed	Major Area of Study
High School		9 10 11 12/GED	
College		1 2 3 4	
		Degree _____	
Trade, Business or Graduate School		Degree / Certificate	
Military Service – Branch		From	To
Rank at Discharge			
What type of education, training and work experience did you receive while in the military?			

Employment: List Employment starting with present or most recent employment.

Company		Phone	
Address	City, State, Zip		Supervisor
Job Title	Starting Salary \$		Ending Salary \$
Dates From	To	Reason for Leaving	
Responsibilities			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		Phone	
Address	City, State, Zip		Supervisor
Job Title	Starting Salary \$		Ending Salary \$
Dates From	To	Reason for Leaving	
Responsibilities			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		Phone	
Address	City, State, Zip		Supervisor
Job Title	Starting Salary \$		Ending Salary \$
Dates From	To	Reason for Leaving	
Responsibilities			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Other information you want MVRCR to know:

Please list any activities, honors and offices held that you consider relevant to your ability to perform the job for which you are applying (omit those which indicate age, race, creed, color, national origin, sex, disability, genetic predisposition or carrier status, marital status, religion, citizenship or sexual orientation or any other protected class or status).

Empty space for listing activities, honors, and offices.

**References - Please list three (3) references familiar with your work life, character and abilities.
Do not include family members or people who live with you.**

For Reference Purposes Only: If you have worked or attended school under another name please list former name here: _____

Name	E-mail	Phone	Relationship	Years Known

Certification

Please carefully read and sign the statement below.
Applications without signature will not be considered for employment.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize MVRCR to verify their accuracy and to obtain reference information on my work performance. I hereby release MVRCR from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having an employment decision based on such information.

I understand and agree that MVRCR's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that MVRCR has agreed to hire me. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of MVRCR. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either MVRCR or I may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ **Date** _____

Driver Applicants ONLY – Please read and Sign

I understand that if this application is for a Driving Position that a thorough Motor Vehicles check will occur and that I will be subject to the Department of Transportation regulations including ongoing drug testing if indicated.

Signature of Applicant _____ **Date** _____

MVRCR reserves the right to conduct further background checks on any applicant and will request further authorization if and when any further background checks are thought to be necessary.

