



8805 RT 415 Campbell, NY 14821  
(888) 845 5219 \* (607) 936 2300 fax

**APPLICATION FOR EMPLOYMENT**  
Long Form

Please Print

**Date:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
                    First                                      Middle                                      Last                                      Other Names

**Current Address:** \_\_\_\_\_

**How long at current address?** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

**How long at previous address?** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Are you authorized to work in the US?**                                       **Yes**    **No**  
(Proof of eligibility will be required if hired.)

**What days are you available to work?** \_\_\_\_\_

**What hours are you available to work?** \_\_\_\_\_

**How many hours can you work per week?** \_\_\_\_\_

**What position do you prefer?**                                       **Full Time**    **Part Time**    **Live In**    **Live Out**

**EDUCATION:**

	Name of School	Address	Yrs completed	Major & Degree
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**High School:** \_\_\_\_\_

**College:** \_\_\_\_\_

**Trade school:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**DRIVING:**

Do you have a current driver's license?  Yes  No

What is your means of transportation to and from work? \_\_\_\_\_

Drivers License Number and State issued: \_\_\_\_\_

Have you had any accidents in the last 3 years?  Yes  No

If so how many? \_\_\_\_\_ Please explain: \_\_\_\_\_

Have you had any moving violations in the last 3 years?  Yes  No

If so, how many? \_\_\_\_\_ Please explain: \_\_\_\_\_

Are you able to drive a vehicle with a manual transmission?  Yes  No

**CRIMINAL:**

Have you ever been convicted of a crime?  Yes  No

If so, please explain: (date, nature of conviction, sentence imposed etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

**Personal References (other than relatives)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

**WORK EXPERIENCE:**

**Please describe your experience, qualifications and training that qualifies you for employment. Feel free to include volunteer assignments, experience or related classes that pertain to the open position.**

\_\_\_\_\_

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(Please list your work experience for the past 10 years with most recent first)

**Name of Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **Position:** \_\_\_\_\_

List the duties you performed, skills used or learned, advancement or promotions:

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**Reason for leaving:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **Position:** \_\_\_\_\_

List the duties you performed, skills used or learned, advancement or promotions:

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**Reason for leaving:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

List the duties you performed, skills used or learned, advancement or promotions:

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**May we contact your current employer?**  Yes  No

**Are you a member of the National Guard now?**  Yes  No

**Have you ever been in the Armed Forces?**  Yes  No

I understand that an equal opportunity employer will consider this application for employment. I understand that the employer will not discriminate race, color, religion, gender, sexual orientation, national origin, citizenship, age, or disability.

I understand that if information contained in this application contains misleading, erroneous, false, or deceptive information I will not be considered for employment.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## Release Form

I, \_\_\_\_\_ hereby authorize TrackAndScreen.com (Herein referred to as TAS) to generate reports in connection with my application for employment. These reports may include, but are not limited to the following information: bankruptcy records, criminal records, driving records, education verification, employment verification and workers compensation records from local, state federal and private agencies who maintain such records.

I authorize any party or agency contacted by TAS, or its agent(s) to furnish the aforementioned information and hereby release TAS from any and all claims that may arise from disclosure or non-disclosure. I have the right to make a request to TAS, to request the nature and substance of information in its files and recipients of any reports, which TAS has previously furnished within the two-year period.

I hereby authorize the release of any and all consumer reports. This authorization shall

remain on file and shall serve as on-going authorization for you to generate consumer reports at any time during my employment period this includes checking my driving record at anytime during employment.

Full Name \_\_\_\_\_

Other Names Known by \_\_\_\_\_

Current Address \_\_\_\_\_

Former Addresses (list most recent first for 10 years prior)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dr License Number \_\_\_\_\_ State issued \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Prospective Employer \_\_\_\_\_