



85-91 Main Street
Canton, New York 13617

THIS APPLICATION WILL NOT BE CONSIDERED UNLESS FULLY COMPLETED

Northern Lights is an equal opportunity employer for all applicants without regard to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, or any other protected status under federal, state or local laws.

In order to protect your personal identification, we will contact you for your social security number.

P E R S O N A L	Last Name	First	Middle	Home Telephone () -
	Street Address			Alternate/Cell Telephone () -
	City, State, Zip			Email Address
	Have you ever been employed by any Northern Lights company? () Yes () No. If yes, please list name used:			If yes: Month/Year & Location Worked
	Position Desired			Salary Expected
	Location Desired			Date you can start
	Are you at least 18 years of age? () Yes () No. • If not, you must provide us with your "Working Papers".			
	Type of Employment you are seeking: Full Time () Part Time () Per Diem ()			Are you legally eligible for employment in the United States? () Yes () No If not, please explain:

Answering "Yes" to the questions below does not constitute an automatic bar to employment. Factors such as date of the offenses, seriousness and nature of the violation(s), rehabilitation and position applied for will be taken into account.

(1) Have you ever been convicted of a crime (misdemeanor or a felony) in any jurisdiction?
Yes () No () If yes, please identify the crime for which you were convicted, the date of the conviction, and the location of the court in which you were convicted. _____

(2) Within the last 3 years, have you had any convictions, suspensions or revocations related to any moving violations, DWI, DWAI or any occurrence involving harm to any person or property while driving?
Yes () No () If yes, please list: _____

Please indicate hours available for work:

Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____ Saturday _____ Sunday _____

Prospective employees will be screened by thoroughly completing an employment application which will include, but not be limited to: employment and personal references and information of any misdemeanor or felony conviction(s). All references will be checked thoroughly prior to employment with this Agency.

EMPLOYMENT		Please give accurate, complete full-time and part-time employment record. Start with your <u>present</u> or most recent employer.	
1	Company Name	Telephone ()	
	Address	Fax ()	
	Name of Supervisor	Employed- (month and year) From To	
	State Job Title and Describe Your Work	Reason for Leaving	
	If currently employed, may we contact your employer for a reference at this time? () Yes () No		
2	Company Name	Telephone ()	
	Address	Fax ()	
	Name of Supervisor	Employed- (month and year) From To	
	State Job Title and Describe Your Work	Reason for Leaving	
3	Company Name	Telephone ()	
	Address	Fax ()	
	Name of Supervisor	Employed- (month and year) From To	
	State Job Title and Describe Your Work	Reason for Leaving	
4	Company Name	Telephone ()	
	Address	Fax ()	
	Name of Supervisor	Employed- (month and year) From To	
	State Job Title and Describe Your Work	Reason for Leaving	

Summary of RELATED experience relevant to the position you are applying for: _____

PERSONAL REFERENCES

Give names and addresses of three (3) people whom we may contact for a personal reference. **Please include one individual that you currently or have worked with in the past, if applicable. (DO NOT LIST RELATIVES OR ANY JOB SUPERVISORS)**

Name: _____ Street: _____
 Occupation: _____ City: _____
 Telephone #: _____ State/Zip: _____

Name: _____ Street: _____
 Occupation: _____ City: _____
 Telephone #: _____ State/Zip: _____

Name: _____ Street: _____
 Occupation: _____ City: _____
 Telephone #: _____ State/Zip: _____

Is anyone related to you employed by Northern Lights? Yes () No ()
 If yes, please give their name and relationship to you. _____

E D U C A T I O N	NAME/CITY/STATE OF SCHOOL	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?		DEGREE
	High School		Yes	No	Diploma GED
	Vocational / Tech		Yes	No	
	College / University		Yes	No	
	Other		Yes	No	

Do you have any special skills or have you completed training/courses which might aid in the performance of duties of the position for which you are applying? _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE YOU SIGN AND RETURN APPLICATION

APPLICANT'S STATEMENT:

I understand that submission of an application does not guarantee employment. I also understand that **this application is only valid for ninety (90) days from today's date.** If I still desire a position with Northern Lights after this application expires, it will be my duty to fill out a new application and file it. Otherwise, Northern Lights will not consider me for employment after that date.

I authorize investigation of all statements contained in this application.

I understand that as a requirement of my job, in order to meet the needs of residents, I may be required to work overtime, subject to any limitations under state law.

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In consideration for employment with Northern Lights, if employed, I agree to conform to the rules, regulations, policies and procedures of Northern Lights at all times and understand that such compliance is a condition of employment. I understand that due to the nature of Northern Lights business, attendance and punctuality are considered essential requirements of every job at Northern Lights and that poor attendance or tardiness will result in disciplinary action up to and including termination.

I authorize Northern Lights to use my name and photo in any company literature and/or promotional activities.

STATEMENT AND AUTHORITY TO RELEASE INFORMATION:

I give Northern Lights the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. In connection with my application, I understand that investigative background inquiries may be obtained. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations, or organizations for furnishing such information.

I have read and understand the above statements.

Applicant's Signature

Date of Application

Approved by _____:
Revised:
Original: 12/2012