



Employment Application

MAIN OFFICE: 39 Bath St., Ballston Spa, NY 12020

CALL: 518-288-3206

EMAIL: hr@lifeworksaction.org

Name: _____

Home #: _____ Cell #: _____ Email: _____

Address: _____ City: _____ State: _____ ZIP: _____

Position applying for: _____ Site/Location: _____

Available start date: _____ How did you learn about this position? _____

Special training or skills that would benefit you in the job for which you are applying: _____

	Yes	No
Are you seeking full-time work?	<input type="checkbox"/>	<input type="checkbox"/>
Are you seeking part-time work?	<input type="checkbox"/>	<input type="checkbox"/>
Are you of legal age to work?	<input type="checkbox"/>	<input type="checkbox"/>
Are you eligible to be employed in the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>
Are you willing to provide fingerprints and consent, in writing to disclosure of information concerning any prior criminal arrests, charges and/or convictions?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a current or former Head Start/Early Head Start parent or participant?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with this agency before?*	<input type="checkbox"/>	<input type="checkbox"/>

*If yes: When: _____ Department: _____ Supervisor: _____

Educational Background

High School:

Name and location: _____

Course of Study: _____ Did you graduate? Yes No

College/Vocational:

Name and location: _____

Course of Study: _____ Did you graduate? Yes No

Degree/Diploma: _____ Year of graduation: _____

Graduate School:

Name and location: _____

Application Continues On The Next Page

Course of Study: _____ Did you graduate? Yes No

Degree/Diploma: _____ Year of graduation: _____

Certification Program and/or Continuing Education Courses: _____

Employment History * Please attach a resume if available

Place an [X] by the employer(s) you do not want us to contact.

Current Employer:

Company Name: _____

Contact Name: _____ Phone #: _____

Address: _____

Position: _____ Employed from ____ / ____ to ____ / ____

Reason for leaving: _____

Immediate Prior Employer:

Company Name: _____

Contact Name: _____ Phone #: _____

Address: _____

Position: _____ Employed from ____ / ____ to ____ / ____

Reason for leaving: _____

Prior Employer:

Company Name: _____

Contact Name: _____ Phone #: _____

Address: _____

Position: _____ Employed from ____ / ____ to ____ / ____

Reason for leaving: _____

Prior Employer:

Company Name: _____

Contact Name: _____ Phone #: _____

Address: _____

Position: _____ Employed from ____ / ____ to ____ / ____

Reason for leaving: _____

Application Continues On The Next Page

Prior Employer:

Company Name: _____

Contact Name: _____ Phone #: _____

Address: _____

Position: _____ Employed from ____ / ____ to ____ / ____

Reason for leaving: _____

Prior Employer:

Company Name: _____

Contact Name: _____ Phone #: _____

Address: _____

Position: _____ Employed from ____ / ____ to ____ / ____

Reason for leaving: _____

Personal and Professional References

Provide names, phone number(s) and email if available for three references. One personal reference and two professional who are either current or former supervisors or co-workers familiar with your employment ability.

1. _____

2. _____

3. _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omission, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

Applicant's signature: _____ Date: _____

It is the policy of this company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal, state and local laws prohibiting discrimination and harassment on the basis of race, color, religion, age, sex, creed, national origin, disability status, veteran status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Return to hr@lifeworksaction.org or

LifeWorks Community Action
P.O. Box 169, 39 Bath St.
Ballston Spa, NY 12020
ATTN: Human Resources Department

Updated October 2022

Thank You For Your Interest In LifeWorks Community Action!