



12 MetroTech Center, 29 Floor
 Brooklyn, NY 11201
 Fax: 718-855-5821
 jobs@heartshare.org
www.heartshare.org

EMPLOYMENT APPLICATION

Please print all information requested except signature

Date _____				
Name _____				
Last	First	Middle		
Present Address _____				
Number	Street	City	State	Zip
Home Phone _____		Work Phone _____		Cell Phone _____
E-mail Address _____				
Have you previously applied for employment at HeartShare? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____				
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have a current driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, license number _____ State of Issue _____				

How did you learn of our Agency?	Date available to start:
Position(s) applied for:	Days/Shifts available to work (please check all that apply)
Salary expected:	<input type="checkbox"/> Monday – Friday <input type="checkbox"/> Weekends <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Overnight <input type="checkbox"/> No Preference
Employment desired (please check all that apply) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Per-Diem/Substitute <input type="checkbox"/> No Preference	

Education: please include all applicable information

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School			Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College			Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment History: *please give accurate and complete history beginning with your present or most recent employment*

Company Name:	Telephone:
Address:	Employment Dates:
Name of Supervisor:	Previous Salary:
Job Title and Responsibilities:	Reason for Leaving (if no longer there):
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name:	Telephone:
Address:	Employment Dates:
Name of Supervisor:	Previous Salary:
Job Title and Responsibilities:	Reason for Leaving (if no longer there):
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name:	Telephone:
Address:	Employment Dates:
Name of Supervisor:	Previous Salary:
Job Title and Responsibilities:	Reason for Leaving (if no longer there):
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Personal References: please indicate two (2) personal references who may attest to your character qualifications – references must not be related to you

Name:

Address:

Telephone (Home or Cell):

Telephone (Business):

Name:

Address:

Telephone (Home or Cell):

Telephone (Business):

Application Verification

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my immediate dismissal.

I further understand that acceptance of an offer of employment does not create a contractual obligation upon HeartShare Human Services of New York to continue to employ me in the future.

Should my position that I am applying for require a degree, certificate or license, proof of such is required by HeartShare as it deems appropriate. Failure to comply with this requirement will result in discontinuation of application for perspective employment or, if employed, termination of employment.

***Prospective employees will receive consideration without discrimination of race, creed, color, citizenship status, sex, age, national origin, handicap, veteran status, sexual orientation, disability or marital status.
I agree to the above employment stipulations.***

Signature

Date

**Applications will only be accepted via fax or mail.
Thank you for your interest in HeartShare Human Services of New York.**



Making a world of difference since 1914, HeartShare Human Services of New York is a nonprofit human service agency dedicated to bettering the lives of people in need of special services and supports. We help individuals develop to their fullest potential and lead meaningful and enriched lives.

HeartShare offers a wide spectrum of services for children and families including:

- Energy Assistance Programs
- Family Service Centers
- Foster Care, Adoption and Independent Living Programs
- Programs for People with HIV/AIDS
- Youth Programs

Additionally, our services for individuals diagnosed with developmental disabilities include:

- Adult Day Programs
- Early Childhood Services
- School Age Program
- Family Support Services
- Health Services
- Medicaid Service Coordination
- Recreation Programs
- Residential Programs

HeartShare Human Services of New York

12 MetroTech Center, 29th Floor

Brooklyn, NY 11201

www.heartshare.org

jobs@heartshare.org

