



COMPASSION IN ACTION
SINCE 1925

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

PERSONAL

Date _____ Position(s) applied for _____

Name _____
Last First Middle

Address _____
Number and Street City State Zip Code

• Social Security No. _____ Telephone No. _____

• Are you legally eligible for employment in the U.S.A.? Yes No

• Are you over the age of eighteen? Yes No

• Have you previously applied for employment at CMI? Yes No

If yes, position(s) _____

• Have you previously been employed by CMI? Yes No

If yes, when? _____

• If your application is considered favorably, on what date will you be available for work? _____

• Please list any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying:

• Have you been convicted of a crime? Yes No If yes, explain:

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

I	Name and Address of Company and Type of Business	From		To		Reason for Leaving	Name of Supervisor
		Mo	Yr	Mo	Yr		
	Telephone						

II	Name and Address of Company and Type of Business	From		To		Reason for Leaving	Name of Supervisor
		Mo	Yr	Mo	Yr		
	Telephone						

III	Name and Address of Company and Type of Business	From		To		Reason for Leaving	Name of Supervisor
		Mo	Yr	Mo	Yr		
	Telephone						

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

Employer I? Yes No If no, please give reason: _____

Employer II? Yes No If no, please give reason: _____

Employer III? Yes No If no, please give reason: _____

Signed

RECORD OF EDUCATION

School	Name and Address of School	Number of Years Completed	Did You Graduate?	List Diploma or Degree
High		<input type="radio"/> 1 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 4	<input type="radio"/> Yes <input type="radio"/> No	
College		<input type="radio"/> 1 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 4	<input type="radio"/> Yes <input type="radio"/> No	
Other (Specify)		<input type="radio"/> 1 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 4	<input type="radio"/> Yes <input type="radio"/> No	

PERSONAL REFERENCES

(Not former Employers or Relatives)

Name and Occupation	Address	Phone Number

May we telephone you to follow up on this application at home? Yes No

Home Phone: _____

If yes what is the best time to call? _____

May we telephone you to follow up on this application at work? Yes No

Work Phone: _____

If yes what is the best time to call? _____

DRIVER'S LICENSE INFORMATION

- Do you have a current NYS Driver's License? Yes No
- License Number _____ (NYS)
- Have you been convicted of a moving violation in the last 3 years? Yes No
- Has your license ever been suspended? Yes No
- Has your license ever been revoked? Yes No
- Have you ever been convicted of any other crime involving a motor vehicle, including DWI? Yes No
- Have you had any other occurrence involving harm to anyone or property while driving? Yes No

SOCIAL SERVICES LAW (SSL) REQUIREMENT

SSL requires that persons applying for employment with child care agencies to be cleared with the State Central Registry to determine if they are the subject of an indicated child abuse or maltreatment report. Has the Department of Social Services:

- a. Informed you that it has found you to have abused, neglected or maltreated a child? Yes No
If yes, explain: _____
- b. Notified you that it is presently investigating charges that you have abused, neglected or maltreated a child in any way?
 Yes No If yes, explain: _____

I authorize the submission of my name to the SCR for employment clearance:

Signature

Date: _____

SUBSTANCE ABUSE TESTING POLICY

I acknowledge and understand that in accordance with Community Missions substance abuse testing policy I may be required to submit a sample of my urine for chemical or other analysis. I further understand that the purpose of this analysis is to determine or rule out the presence of non-prescribed or prohibited controlled substances.

I understand that refusal to take this test, attempts to adulterate the sample, or a positive test for illegal drug use may result in CMI denying my application for employment. I understand that I may be required to execute a consent and release for substance abuse testing and that my refusal to execute a consent and release for substance abuse testing may result in CMI denying my application for employment.

Signature of applicant

Date _____

APPLICATION CONCLUSION

"I affirm that I have read this completed application and have not withheld any information or response to any question and that the information I have furnished is true and correct. I understand that any misrepresentation or omission of fact on my application or during the interview process, regardless of when such misrepresentation or omission is discovered, may result in the refusal of employment, or if employed, immediate termination from employment."

Signature of applicant

Date _____



NEW YORK EXPANDS PROTECTIONS FOR APPLICANTS AND EMPLOYEES WITH PRIOR CRIMINAL CONVICTIONS

In significant new legislation, which Governor Paterson recently signed into law, several statutes have been revised to enhance employment protections for individuals with prior criminal convictions. The statutory revisions (which took effect February 1, 2009) amend Article 23-A of the New York Correction Law. This requires us as employers to engage in a multi-factor analysis before hiring or terminating employees solely as a result of a prior criminal conviction.

There are, however, two exceptions to the general prohibition. The first exception occurs where there is a "direct relationship" between the prior criminal offense and the specific employment or license held or sought. A "direct relationship" is specifically defined as one in which the nature of the criminal conduct for which the person was convicted has a direct bearing on his or her fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license or employment sought. For example, an employer need not hire an individual to serve in a position with responsibility over financial matters if that individual was previously convicted of embezzlement.

The statute provides several factors that employers must consider in determining whether a "direct relationship" exists between an individual's prior criminal record and the position sought or held:

- a. The specific duties of the job;
- b. The bearing, if any, the criminal offense or offenses will have on the applicant's or employee's fitness to perform such duties;
- c. The time elapsed since the conviction;
- d. The age of the job applicant or employee at the time of the offense;
- e. The seriousness of the offense or offenses;
- f. The public policy of New York to encourage the employment of persons previously convicted of one or more criminal offenses; and

Any information in regard to the applicant's or employee's rehabilitation and good conduct; and the safety and welfare of specific individuals or the general public.

A second exception to the general rule prohibiting the use of an individual's criminal record to deny employment is triggered when doing so would create an "unreasonable risk" to persons or property. Unlike the "direct relationship" exception, which constitutes and "unreasonable risk" is not defined by the statute, but is instead determined on a case-by-case basis. Nevertheless, some courts have noted that the multiple factors used in determining a direct relationship are also useful in finding an "unreasonable risk."

Under the new legislation, employers must provide a copy of Article 23-A to individuals subject to background checks effective February 1, 2009.

In addition, and also effective February 1, 2009, employers must post a copy of Article 23-A of the Correction Law in a visually conspicuous manner in an accessible location in the workplace.

Finally, the New York Human Rights Law was amended, effective September 2008, to help protect New York employers from negligence claims alleging that an employee with a criminal conviction caused harm in the workplace. Under the amendment, if an employer evaluates an applicant's or employee's criminal history in accordance with Article 23-A and decides in good faith to hire or retain the individual, then the employer is afforded a rebuttable presumption that information regarding the individual's criminal background should be excluded from evidence in a negligent hiring lawsuit.

In light of these statutory amendments, New York employers must review and revise their policies and practices to ensure compliance with Article 23-A of the Correction Law. For example, they should provide all employees and job applicants with a copy of Article 23-A whenever they seek consent and disclosure forms authorizing a consumer report and should arrange for the proper postings. New York employers should also confer with counsel whenever they are considering refusal to hire or termination based on a prior criminal conviction.

Robyn L. Krueger
Executive Director



ARTICLE 23-A ACKNOWLEDGMENT

I acknowledge that by signing below, I have received Article 23-A.

Signature

Date

Print Name

Given via web site form on the date above



Federal Drivers Privacy Protection Act
Authorization to Obtain Motor Vehicle Records
Pursuant to 18 USC §2721, et seq.

Applicant/Employee Authorization and Potential Employer/Employer Authorization

I, _____, authorize Lawley Service Inc and its Affiliated Branches to
(Please Print Name)

obtain my Motor Vehicle Record ("MVR") and release the information to my employer/prospective employer Community Missions of Niagara Frontier, Inc. I understand that this MVR may contain personal information in addition to any driving restriction (i.e., "must wear corrective lenses") in addition to any/all driver violations and/or accidents which may be on record through The State Department of Motor Vehicles.

In addition, should my application be accepted for employment and/or upon my becoming an employee for Community Missions of Niagara Frontier, Inc., or as a condition of being assigned driving duties on behalf of the aforementioned, I further authorize any/all additional request for my Motor Vehicle Report by submitted and reviewed as needed for the purpose of and the following permissible uses, pursuant to 18 USC §2721:

- (a) My continues evaluation and eligibility standards under the State and Federal regulatory compliance standards;
- (b) For use by any insurer or insurance support organization, or by a self insured entity, or its agents, employees, or contractors, in connection with claims investigation services, anti-fraud activities, rating or underwriting; and/or
- (c) For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under Chapter 313 of Title 49 (49 USC §31301, et seq.).

Employee/Applicant may obtain a copy of his/her MVR by contacting Lawley Agency, LLC at 361 Delaware Avenue, Buffalo, NY 14202 at 716-849-8618.

Signature of Employee or
Potential Employee

Date Signed

Drivers License Number

Date of Birth

State of Issuance for Driver's License

Potential Employer/Employer Authorization

I, _____ of Community Missions of Niagara Frontier, Inc., hereby agree and represent that upon release to Community Missions of Niagara Frontier, Inc., by Lawley Service Inc and Its Affiliated Branches of personal information concerning the above named potential employee/employee, the personal information will not be disclosed to any third-party and will be used solely for the purpose and Permissible Uses stated above.

Signature of Employer _____

Date Signed _____