



Bronxville Field Club

Employment Application

We are an Equal Opportunity Employer and do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, creed, color, national origin, ancestry, marital status, protected veterans, disability or any other characteristic protected by law. All employment related decisions are based solely on relevant criteria including experience and suitability.

Applicant Information

Full Name:						Date				
<i>Last</i>			<i>First</i>			<i>M.I.</i>				
Address:										
<i>Street Address</i>						<i>Apartment/Unit #</i>				
<i>City</i>						<i>State</i>		<i>ZIP Code</i>		
Phone:						E-mail Address:				
Date Available:				Position Applied for:				Desired Salary: \$		
Are you legally eligible to work in the U.S.?			YES	NO						
Have you ever worked for this company?			YES	NO	If yes, when?					

Education

High School:					Address:					
From:		To:		Did you graduate?		YES	NO	Degree:		
College:					Address:					
From:		To:		Did you graduate?		YES	NO	Degree:		
Other:					Address:					
From:		To:		Did you graduate?		YES	NO	Degree:		

References

Please list three professional references.

Full Name:					Relationship:					
Company:						Phone:				
Address:										
Full Name:					Relationship:					
Company:						Phone:				
Address:										
Full Name:					Relationship:					
Company:						Phone:				
Address:										

Previous Employment

Company:					Phone:		
Address:					Supervisor:		
Job Title:				Responsibilities:			
From:		To:		Reason for Leaving:			
May we contact your previous supervisor for a reference?					YES	NO	
Company:					Phone:		
Address:					Supervisor:		
Job Title:				Responsibilities:			
From:		To:		Reason for Leaving:			
May we contact your previous supervisor for a reference?					YES	NO	
Company:					Phone:		
Address:					Supervisor:		
Job Title:				Responsibilities:			
From:		To:		Reason for Leaving:			
May we contact your previous supervisor for a reference?					YES	NO	

Military Service

Branch:					From:		To:	
Rank at Discharge:				Type of Discharge:				
If other than honorable, explain:								

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company.
2. I give the employer the right to contact and obtain information from all references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations, or organizations from furnishing such information.
3. If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the company reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.
4. This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.
5. I understand it is this Company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation unless doing so is an undue hardship for the Company.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date _____

Disclosure and Authorization (Consumer Reports)
Disclosure of Intent to Obtain Consumer Reports or Investigative Consumer Reports
Please Read Carefully Before Signing Authorization

For employment purposes in accordance with the Fair Credit Reporting Act ("FCRA") and applicable law, the Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application or from time to time during employment. Consumer reports include record checks conducted by consumer reporting agencies and may include driving records, criminal records, or other background reports. Investigative consumer reports include investigations conducted by consumer reporting agencies through personal interviews (or through any means in California) on information as to character, general reputation, personal characteristics, or mode of living. You may make a written request for a summary of FCRA consumer rights and a disclosure of the nature and scope of an investigation. A disclosure of the nature and scope of such investigation is provided below.

Disclosure of Nature and Scope of Investigation for Investigative Consumer Report

If we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare such a report based on the following investigation: The agency may interview former employers, business references, personal references, and/or others for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The agency may also conduct a records check of driving, criminal, credit, education, degrees, professional licenses, and/or certification records, depending on the job position and the state involved.

AUTHORIZATION

I authorize the procurement of consumer reports and/or investigative consumer reports by the Company as part of the pre-employment background investigation and at any time during my employment.

Signature: _____ Date: _____

Print Name: _____
 First Middle Last

Current and former addresses:

	<u>Current</u>		
From Mo/Yr	to Mo/Yr	Street	City, State Zip

From Mo/Yr	to Mo/Yr	Street	City, State Zip

Phone	Date of Birth	Social Security Number
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California, Minnesota, and Oklahoma Applicants: If you wish to receive a free copy of any credit, consumer, or investigative consumer report obtained, please indicate by checking this box:

California Applicants: Check box if you wish to receive a Summary of Your Rights Under California Civil Code § 1786.22.

Maine Applicants: You may request and promptly receive from the consumer reporting agency a copy of any investigative consumer report prepared. Regarding such reports, you may request from us (and receive within 5 business days) the name, address, and telephone number of the consumer reporting agency's nearest unit designated to handle inquiries.

Massachusetts and New Jersey Applicants: You have the right to have a copy of the investigative consumer report upon request.

Minnesota Applicants: You may make a written request to the consumer reporting agency for information on the nature and scope of a consumer report prepared.

New York Applicants: Upon your request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of such report by contacting such agency. Attached for your viewing is the New York Corrections Law, Article 23-A.

Washington Applicants: You have the right to request from the consumer reporting agency the written summary of the rights of the consumer prepared under the Washington Fair Credit Reporting Act, RCW § 19.182.080(7).

**LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES
ARTICLE 23-A**

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the

individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment.

At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.