



Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Program/Employment Application

## General Instructions

Please read these instructions carefully.

- To be considered an applicant to OEC, you must complete all parts of this application and sign the Applicant Statement. Incomplete applications will not be considered.
- If you need help filling out this application, or for any phase of the enrollment/employment process, please let us know, and every reasonable effort will be made to accommodate your needs.

*You will also need to submit a cover letter and resume to complete your application. All qualified applicants will receive consideration without regard to race, color, creed, religion, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other basis upon which discrimination is prohibited by municipal, state, or federal law.*

## Applicant Information

Last Name	First Name	Middle Name	Primary Phone
Preferred Name	Other Phone	Email	
Current Address Street/Apt #		City	State, Zip Code
If hired can you prove that you are eligible for employment in the United States? No Yes		Are you over the age of 18 years? (If no, you will be required to provide authorization to work.) No Yes	

## Position Information

Position Information Type of position desired: Staff (Position Title: _____) Young Adult (19-25 y/o) Young Adult Americorps (19-25 y/o) Youth (15-18 y/o)	Have you been previously employed by OEC? No Yes If yes, when? What position?
Please check all that you are available for: Full time Part time Temporary Overtime Evenings Weekends Holidays	Have you ever applied for employment with OEC? No Yes If yes, month and year:
When would you be able to start work?	Minimum acceptable starting wage: \$ _____ per hour week
What days/hours are you available to work? M T W Th F S Su Are you available to work overtime? Yes No Can you travel if necessary? Yes No If yes, what percentage of the time? _____	How did you hear about OEC? Employment Ad Current Employee Former Employee School or College Walk-in/self Other: _____ If referred by person, agency or community center, list name: _____
If driving is a requirement of the job for which you are applying, do you have a current, valid driver's license? Yes No	

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Education			
	School Name & Location	Degree Earned	Course of Study
High School		None Diploma GED GPA _____	
Business/Trade/ Technical/College		None List: GPA _____	
College/Graduate Studies/Additional		None Master Other (explain) GPA _____	

Employment History/ Volunteer Experience		
<b>Begin with your most current or recent position. You may refer to a resume if it is attached to your application AND includes the name, dates, and duties of a position. If you have had additional employers, please attach another sheet of paper containing the same information as asked for below.</b>		
1) Name of Employer	Location (Address, City, State, Zip)	Phone
Date Started	Starting Position Title	Ending/Current Position Title
Date Left	Supervisor Name & Title	Reason for Leaving
Responsibilities:		May we contact this employer? Yes No If no, explain:
2) Name of Employer	Location (Address, City, State, Zip)	Phone
Date Started	Starting Position Title	Ending/Current Position Title
Date Left	Supervisor Name & Title	Reason for Leaving
Responsibilities:		May we contact this employer? Yes No If no, explain:
3) Name of Employer	Location (Address, City, State, Zip)	Phone
Date Started	Starting Position Title	Ending/Current Position Title
Date Left	Supervisor Name & Title	Reason for Leaving
Responsibilities:		May we contact this employer? Yes No If no, explain:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Other History

Have you ever been fired from a position or otherwise asked to resign?

No Yes If yes, please explain:

Have you had any employment that is not listed on the previous page?

No Yes If yes, please explain.

Please describe any military service you had, including dates:

### Cover Letter

**Please include with your application a cover letter, or general letter of interest, that details any special skills, training, and/or experiences you have had that contributes to your application. Please also include why you are interested in working with OEC.**

### References

**Please provide a name, address, and telephone number for three professional references that are not related to you.**

Name	Address (Street/Apt#, City, State, Zip Code)	Phone
1)		
2)		
3)		

### Pre-Application

I have read the Pre-Application Packet for my program. (Select one: Youth Young Adult Does Not Apply Other: \_\_\_\_\_)

I have completed and signed the "Is OEC for me?" Checklist.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Applicant Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I realize that any misrepresentation in the information submitted or any intentional withholding of essential information called for in this form may result in my immediate dismissal.

I understand that the filling of this application with OEC is a preliminary step to employment. It does not obligate OEC to offer employment, or the applicant to accept employment. An offer of employment, if made, is contingent upon receiving satisfactory background and reference checks as authorized by this statement and any other attachments. I understand that if I receive a contingent offer of employment and I accept the position, I may be required to complete additional information necessary for record keeping requirements. I agree to abide by all OEC policies and procedures as outlined within OEC policies, memos, handbooks, and other documents.

I authorize OEC to check all references from current and previous employers and other references that may be relevant to my employment or my ability to perform the job for which I have applied. I authorize OEC and/or its agents to verify any of the information furnished in this application and other background information deemed appropriate by OEC.

By signing this application, I authorize all persons, schools, and companies and law enforcement authorities and agencies to release any information concerning my background that may be relevant to evaluation of this employment application and I hereby release any such persons, schools, companies, and law enforcement authorities and agencies from any liability for damages whatsoever for issuing this information to OEC or its agents. OEC will keep all such information confidential except where such information is required to be released by law, order of a court or other authority, or by any contractual agreement.

I understand and hereby acknowledge that any employment relationship with OEC is at will, which means that, if I am hired, my employment with OEC is not for a fixed period of time and that I may resign at any time and OEC may terminate my employment and compensation at any time. I further agree that this at will employment relationship may not be changed by any written document or by conduct of any OEC employee or official.

Applicant Signature		Parent/Guardian Signature (If under the age of 18)	
Print Name	Date	Print Name	Date

Thank you for completing your OEC application; we appreciate your interest!

Send your application, resume, and cover letter documents by e-mail to [info@onondagaeearthcorps.org](mailto:info@onondagaeearthcorps.org)

Or by USPS mail to OEC|100 New St, Rm 239 | Syracuse, NY 13202

Hand delivered applications can be dropped off at the OEC office at SUNY EOC, Rm 239 | 100 New St. | Syracuse NY, 13202

# Is OEC for Me?

## Personal

- ☐ Yes ☐ No Are you ready to commit to self-growth through hard work in a team-based atmosphere?
- ☐ Yes ☐ No Are you ready to earn during your field work and learn during unpaid, personal development days?
- ☐ Yes ☐ No Are you willing to apply the principles learned in your personal development days to your personal life?

## Professional

- ☐ Yes ☐ No Are you ready to come to work with a positive attitude and readiness to learn?
- ☐ Yes ☐ No Can you commit to being on time to work?
- ☐ Yes ☐ No Are you ready to wear your uniform, tucked in, every day?
- ☐ Yes ☐ No Can you work without looking at your phone?

## Outdoors

- ☐ Yes ☐ No Are you ready to work outdoors, even in adverse conditions (hot, cold, and wet)?
- ☐ Yes ☐ No Are you willing to camp outside, sleep in tents, and enjoy nature?

## Community

- ☐ Yes ☐ No Are you interested in helping your community?
- ☐ Yes ☐ No Are you willing to present what you learn at OEC to adults, youth, and children in your community?

**If you answered 'yes' to most of these questions, you are likely to be a great match for the OEC experience.**

**If you answered 'no' to some of these questions but are intrigued, come to our office and talk to our program staff for more details OR register for one of our volunteer events, to see if OEC is right for you.**

Applicant Signature

Parent/Guardian Signature (If under the age of 18)

Print Name

Date

Print Name

Date