

# BBL VERONA

## APPLICATION FOR EMPLOYMENT IN NEW YORK STATE

In order for you to be considered for employment, this application must be filled out COMPLETELY. Please write "N/A" if information is not applicable. Résumés, though welcome, should not be submitted in place of the information requested below.

**PLEASE PRINT**

First Name	MI	Last Name	Today's Date
Current Address Street/PO Box	Apt. #	City	State      Zip
Day Phone No. (      )	Evening Phone No. (      )	Alternative Phone No. ( <input type="checkbox"/> Pager <input type="checkbox"/> Cell <input type="checkbox"/> Other _____ ) (      )	
For which position are you applying?			Date you are available for employment

1. If hired, can you present evidence that you are legally able to work in the United States? (Proof of identity and legal authority to work in the United States is a condition of employment.) .....  Yes  No
2. If hired, can you submit proof of legal age to work in the state? .....  Yes  No
3. As an adult, have you been convicted of a felony or pled guilty to a felony resulting in conviction, which conviction has not been annulled, erased, expunged, vacated, set aside, sealed by the Court, or referred to a diversion program? .....  Yes  No

*Conviction does not necessarily disqualify an applicant from employment. Factors such as the date of the offense, seriousness and nature of the violation, rehabilitation, and job-relatedness will be considered when making any employment decisions. If you answer is "yes", please explain the circumstances.*

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4. How many jobs have you held in the last two years? .....  0  1  2  3  4 or more
5. You want to work  Part-time ( \_\_\_\_ hours per week)  Full-time ( \_\_\_\_ hours per week)
6. In the table below, please indicate the days you **CAN** work. List the earliest and latest times you **CAN** work. Please account for travel time to and from other obligations (e.g., sports, classes, meetings, etc.). Being on time for a shift is mandatory.

	MON	TUES	WED	THUR	FRI	SAT	SUN
Earliest Time In							
Latest Time Out							

7. Do you have a reliable means of transportation to and from work for the days and times you are available? .....  Yes  No
8. Are you available to work holidays and weekends? .....  Yes  No
9. We may conduct training on days, or at times, you have other obligations. Is your schedule flexible so you may come to training? .....  Yes  No

10. Education

	Name and Location of School	Dates Attended	Last Year Completed	Major/Specialty	Degree Received Yes or No
High School		(please leave blank)	Grade: 9 10 11 12	(please leave blank)	
College/Other		From ____/____ Month Year To ____/____			

11. Have you read a job description for the position of interest? .....  Yes  No

Do you understand the job requirements? .....  Yes  No

12. Can you perform the essential functions required by the job for which you are applying either with or without reasonable accommodations? .....  Yes  No

13. Personal References (other than immediate family):

Name	Phone Number	Number of Years	Relationship
	( )		
	( )		
	( )		

14. Work History (List your last 3 jobs)

	Current or Most Recent Job	Previous Job (A)	Previous Job (B)
Company Name			
Address			
Position			
Job Duties (please describe)			
Name and Title of Immediate Supervisor			
Phone # of Immediate Supervisor			
Dates of Employment	____/____ to ____/____ Month Year Month Year	____/____ to ____/____ Month Year Month Year	____/____ to ____/____ Month Year Month Year
Usual # of Hours Worked/Week			
Reason for Leaving			
Weekly Earnings	\$ _____ \$ _____ Starting Ending	\$ _____ \$ _____ Starting Ending	\$ _____ \$ _____ Starting Ending
All employers, including your current employer may be contacted to verify the information you provide.	May we contact your current employer prior to any offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your this employer prior to any offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your this employer prior to any offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Please Read the Following Carefully and Sign Below**

BBL is an affirmative action and EEO employer. We do not discriminate against or harass any person seeking employment opportunities, in matters of compensation or other terms and conditions of employment based upon race, color, creed, age, national origin, disability, citizenship status, marital status, genetic predisposition, sex or sexual orientation, carrier status, veteran status or military status.

I declare that I am qualified to perform all the duties of the position I am seeking. I also declare that the information provided in this application is correct and that any false statements or omissions will justify my rejection for or dismissal from employment. I understand and agree that this application for employment does not create a contract for employment or a guarantee of employment. I understand and agree that if I am hired, my employment is "AT-WILL" which means that my employment is for no definite period of time and either the Company or I may terminate the employment relationship with or without cause at any time, with or without any advance notice. I understand that any policies or procedures implemented by the Company in the event of my employment do not alter my "AT-WILL" employment status. I understand that the Company, in its sole discretion, may at any time change its personnel policies and may also change my job description, responsibilities, wages, and benefits.

I HEREBY ACKNOWLEDGE AND UNDERSTAND THE NOTICE AS DESCRIBED ABOVE AND THAT IF I AM HIRED I WILL BE AN AT-WILL EMPLOYEE.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_