



## **Penn Yan Manor Nursing Home, Inc. Employment Application**

Thank you for your interest in working with Penn Yan Manor Nursing Home, Inc. ("PYM"). Before you complete this employment application there are a few things we'd like you to know:

- This application was designed to gather specific information about individuals interested in working with PYM. Please answer all of the questions honestly and with the appropriate information. However, please do not provide any information that is not requested on this form. Applicants providing information that is not requested may be automatically rejected and the application destroyed immediately.
- Applicants wishing to apply for more than one position must complete a separate application form for each position.
- An individual will be considered an applicant only after submitting a completed application for an open and available position.
- Applications will be kept on file for a period of up to six (6) months and may be reviewed when a position becomes available – previous applicants for the same or similar positions may be contacted in order to determine their continued availability and interest.
- PYM is an equal opportunity employer and will not discriminate, or tolerate discrimination or retaliation against any employee or applicant based on race, religion, creed, color, sex, national origin, military or veteran status, sexual orientation, marital status, disability, predisposing genetic characteristics, status as a victim of domestic violence, or any other category protected by local, state, or federal law.

Again, thank you for your interest in joining the PYM team!

**Penn Yan Manor Nursing Home, Inc.  
EMPLOYMENT APPLICATION**

<b>APPLICANT INFORMATION</b>				APPLICATION DATE	
LAST NAME		FIRST NAME		M. I.	
STREET ADDRESS				APT#	
CITY		STATE		ZIP CODE	
HOME PHONE		CELL PHONE			
E-MAIL ADDRESS					
DATE AVAILABLE		POSITION APPLYING FOR			
ARE YOU AT LEAST 18 YEARS OF AGE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>IF NO, WHEN WILL YOU BE 18?</b>		
ARE YOU ELIGIBLE TO WORK IN THE U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If hired, you must provide proof of identity and eligibility to work in the U.S.		
HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MISDEMEANOR?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Answering yes does not automatically make you ineligible for employment.		
<b>EDUCATION</b>					
HIGH SCHOOL	DID YOU GRADUATE OR RECEIVE A GENERAL EDUCATIONAL DEVELOPMENT (GED) DIPLOMA?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
COLLEGE OR OTHER SCHOOL	DID YOU GRADUATE FROM COLLEGE/OTHER SCHOOL?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
COLLEGE NAME					
MAJOR		TYPE OF DEGREE			
OTHER					
MAJOR		TYPE OF DEGREE			
<b>REFERENCES (please provide at least 3 work-related references when possible)</b>					
NAME		RELATIONSHIP			
COMPANY		PHONE #			
NAME		RELATIONSHIP			
COMPANY		PHONE #			
NAME		RELATIONSHIP			
COMPANY		PHONE #			
NAME		RELATIONSHIP			
COMPANY		PHONE #			
NAME		RELATIONSHIP			
COMPANY		PHONE #			
NAME		RELATIONSHIP			
COMPANY		PHONE #			

## WORK-RELATED EXPERIENCE


## PREVIOUS EMPLOYMENT (START WITH YOUR MOST RECENT JOB)

COMPANY		PHONE #	
ADDRESS			
SUPERVISOR		MAY WE CONTACT THIS SUPERVISOR?	YES <input type="checkbox"/> NO <input type="checkbox"/>
START DATE		END DATE	
		ENDING WAGE	\$
RESPONSIBILITIES			
REASONS FOR LEAVING			
COMPANY		PHONE #	
ADDRESS			
SUPERVISOR		MAY WE CONTACT THIS SUPERVISOR?	YES <input type="checkbox"/> NO <input type="checkbox"/>
START DATE		END DATE	
		ENDING WAGE	\$
RESPONSIBILITIES			
REASONS FOR LEAVING			
COMPANY		PHONE #	
ADDRESS			
SUPERVISOR		MAY WE CONTACT THIS SUPERVISOR?	YES <input type="checkbox"/> NO <input type="checkbox"/>
START DATE		END DATE	
		ENDING WAGE	\$
RESPONSIBILITIES			
REASONS FOR LEAVING			

**PROFESSIONAL LICENSES / CERTIFICATES**

LICENSE:	STATE ISSUED:	DATE:	NUMBER:
LICENSE:	STATE ISSUED:	DATE:	NUMBER:
CERTIFICATE:	STATE ISSUED:	DATE:	NUMBER:
CERTIFICATE:	STATE ISSUED:	DATE:	NUMBER:

**AVAILABILITY**

WHAT DATE ARE YOU AVAILABLE TO WORK?      /      /

FULL-TIME   
  PART-TIME   
  CASUAL/PER DIEM   
  EVENINGS   
  OVERNIGHTS   
  WEEKDAYS   
  WEEKENDS

PLEASE INDICATE YOUR AVAILABILITY EACH DAY OF THE WEEK:

	MON	TUE	WED	THU	FRI	SAT	SUN
FROM							
TO							
FROM							
TO							

**How did you hear about Penn Yan Manor Nursing Home, Inc.?**


## DISCLAIMER & CERTIFICATION

- DISCLOSURE OF ONE OR MORE CRIMINAL CONVICTIONS – I understand that a conviction will not necessarily result in disqualification for employment. Rather, such factors as age and date of conviction, seriousness, and nature of the crime, and rehabilitation will be considered.
- I acknowledge that I have received the attached copy of Article 23A of New York’s Correction Law with this application form.
- I understand that should an employment offer be extended to me, and accepted by me, that I will fully adhere to the policies, rules, and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment, nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration, *at-will*, and that either I or the employer may terminate my employment at any time, with or without notice or cause, as long as the employer does not discriminate based on a protected category.
- I understand that no manager or representative of the Company, other than the Board of Directors, or an authorized designee, has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing, either now, in the past or in the future. I further understand that such an agreement must be in writing and signed by the board chair for it to be binding on either myself or the Company. I further understand that this statement supersedes any prior oral or written understanding and bars any future oral understanding to the contrary.
- By signing this application, I declare that the information provided by me is complete and true to the best of my knowledge. I authorize Penn Yan Manor Nursing Home, Inc., or a party acting on behalf of Penn Yan Manor Nursing Home, Inc., to verify the accuracy of any or all information provided by me, and to obtain reference information on my work performance. I hereby release Penn Yan Manor Nursing Home, Inc., and all parties authorized to work on its behalf, from any/all liability of whatever kind and nature which, at any time, could result from obtaining, and having an employment decision based on, such information. I understand that any misrepresentation or omission on this application may preclude me from receiving an offer of employment, may result in the withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time the misrepresentation or omission is discovered.

Applicant’s Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

---

### FOR OFFICE USE ONLY

Date Application Received \_\_\_\_\_ Interview Date \_\_\_\_\_

Interviewed By \_\_\_\_\_

Result of Interview: \_\_\_\_\_

THIS PAGE  
INTENTIONALLY BLANK

PLEASE  
DO NOT WRITE  
ON THIS PAGE

**N.Y. CORRECTIONS LAW, New York Code - Article 23-A: LICENSURE AND EMPLOYMENT OF PERSONS  
PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES**

§ 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.

**N.Y. CORRECTIONS LAW, New York Code - Article 23-A: LICENSURE AND EMPLOYMENT OF PERSONS  
PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES (continued)**

**§ 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.