



# The Friendly Home

Nursing Care & Rehabilitation

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

**3156 East Avenue • Rochester, NY 14618  
(585) 381-1600 • Fax (585) 218-8808**

We appreciate your interest in The Friendly Home. The Friendly Home is a Tobacco-Free, Drug-Free Employer, offering equal opportunities that will not discriminate against employees or applicants in any legally recognized basis, including, but not limited to race, color, religion, age, sex, disability, national origin, citizenship, military status, marital status, sexual orientation, or any other status protected by law. Applicants who require reasonable accommodation during the application process may contact Human Resources at (585) 381-1600.

Please Print  
POSITION APPLIED FOR \_\_\_\_\_ REFERRED BY \_\_\_\_\_ SALARY EXPECTED \_\_\_\_\_

WILL CONSIDER  FULL-TIME  PART-TIME  TEMPORARY  PER DIEM  
 DAY SHIFT  EVENING SHIFT  NIGHT SHIFT  WEEKENDS

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

DATE AVAILABLE TO WORK \_\_\_\_\_ CELL PHONE \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY THE FRIENDLY HOME?  YES  NO  
IF YES, WHEN \_\_\_\_\_ POSITION \_\_\_\_\_

ARE YOU AT LEAST 18 YEARS OF AGE?  YES  NO IF NO, DO YOU HAVE A WORK PERMIT?  YES  NO

IS ANY ADDITIONAL INFORMATION RELATIVE TO CHANGE OF NAME, USE OF AN ASSUMED NAME OR NICKNAME NECESSARY TO ENABLE A CHECK ON YOUR WORK OR EDUCATION RECORD?  YES  NO  
IF YES, PLEASE EXPLAIN.

ARE YOU EITHER A U.S. CITIZEN OR A LEGAL ALIEN WHO HAS THE RIGHT TO WORK IN THE UNITED STATES?  
 YES  NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME (OTHER THAN MINOR TRAFFIC INFRACTIONS) INCLUDING, BUT NOT LIMITED TO, CRIMES RELATED TO HEALTH CARE FRAUD?  YES  NO  
IF YES, PLEASE EXPLAIN. (RECORD OF CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT.)

PERSONAL

SCHOOL	NAME AND ADDRESS OF SCHOOL	CHECK LAST YEAR COMPLETED	DID YOU GRADUATE?	DEGREE/MAJOR
HIGH SCHOOL		1 2 3 4		
COLLEGE		1 2 3 4		
BUSINESS OR TRADE SCHOOL		1 2 3 4		
POST GRADUATE		1 2 3 4		
SKILLS	Are there any other experiences, skills or qualifications which you feel would especially prepare you for work with us?			

EDUCATION/SKILLS

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS			
TYPE	STATE ISSUED	DATE	NO.
SUSPENSION/REVOCATION <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN.			

LICENSES

**EXPERIENCE**

PLEASE LIST NAME, ADDRESS AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT EMPLOYER <b>FIRST</b> .			
JOB TITLE _____ STATUS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> PER DIEM	From	To	Immediate Supervisor
	Mo Yr	Mo Yr	
EMPLOYER NAME _____ ADDRESS & PHONE _____ DUTIES _____ REASON FOR LEAVING _____			
JOB TITLE _____ STATUS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> PER DIEM	Mo Yr	Mo Yr	
EMPLOYER NAME _____ ADDRESS & PHONE _____ DUTIES _____ REASON FOR LEAVING _____			
JOB TITLE _____ STATUS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> PER DIEM	Mo Yr	Mo Yr	
EMPLOYER NAME _____ ADDRESS & PHONE _____ DUTIES _____ REASON FOR LEAVING _____			
MAY WE CONTACT THE EMPLOYERS LISTED ABOVE FOR PAST HISTORY ? <input type="checkbox"/> YES <input type="checkbox"/> NO - IF NO, WHICH SHOULD NOT BE CONTACTED:			
IF YOU HAVE EVER SERVED IN THE UNITED STATES MILITARY SERVICE, PLEASE STATE WHETHER YOU RECEIVED ANY TRAINING OR EXPERIENCE WHICH WOULD ASSIST YOU IN PERFORMING THE JOB FOR WHICH YOU HAVE APPLIED?			

**APPLICANT'S STATEMENT**

I understand that, if I am hired, my employment by The Friendly Home will be on a probationary/introductory basis as per policy.

I have provided truthful and complete responses to all inquiries in the application and authorize The Friendly Home to investigate all statements contained in the application. I understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal or refusal to hire. If employed, I will abide by The Friendly Home's rules and regulations, which I understand are subject to change by The Friendly Home.

Any misrepresentation or omission of facts in this application will be cause for The Friendly Home refusing to hire me or immediately discharge if discovered after I am hired.

I hereby authorize all persons, companies and corporations to release and provide any and all pertinent information regarding my employment to The Friendly Home except as noted above and release The Friendly Home from all liability for issuing this information.

I agree to take a job-related physical examination, present proof of immunity to certain conditions (mandated by New York State law), undergo drug screening, criminal background check, and submit my fingerprints (required by New York State law for certain positions) for a Criminal History Record Check at The Friendly Home's request. I also agree that the examining physician may disclose the findings of that examination to The Friendly Home or an authorized agent thereof. I understand my employment is contingent upon successful completion of these requirements, and that I will bear no personal expense for the completion of these prerequisites.

I understand that my employment is voluntarily entered into, that I am free to resign at any time and that The Friendly Home may terminate the employment relationship at any time whenever it is in the best interest of The Friendly Home to do so.

I understand that no management representative has any authority to enter into any agreement for employment which is contrary to the conditions listed above.

I understand that no handbook, memorandum, policy manual or policy statement currently in existence or hereafter issued by The Friendly Home may alter the voluntary nature of my employment with The Friendly Home and that The Friendly Home may terminate the employment relationship at any time whenever it is in the best interest of The Friendly Home to do so.

I understand that any offer of employment is contingent upon my providing proof of U.S. Citizenship or authorization to work in the U.S.

**DATE** \_\_\_\_\_      **SIGNATURE** \_\_\_\_\_

## **AUTHORIZATION FOR SEARCH AND EXCHANGE OF INFORMATION**

Effective April 1, 2005, all prospective, non-licensed employees of residential health care facilities who will be directly involved in patient care are required to undergo criminal history records checks from the Federal Bureau of Investigation.

You may withdraw your application for employment at any time, without prejudice, prior to The Friendly Home's decision on employment, and upon such withdrawal, any fingerprints and criminal history record concerning you received by The Friendly Home shall be destroyed. Upon request, you may review any information contained in your Criminal History Background Check.

Any offer of employment would be on a provisional basis, while a Criminal History Background Check is being performed. A finding of a "disqualifying offense" may result in the revocation of a provisional employment offer.

**The following positions require The Friendly Home to conduct a Criminal History Record Check (CHRC) with the Criminal Justice Information Services Division of the Federal Bureau of Investigation through a fingerprint search:**

**Certified Nursing Assistant**

**Environmental Services  
(Assistant, Laundry, Porter)**

**Dining Services  
(Associate, Clinical Nutrition - Diet Technician/Registered Dietitian, Porter)**

**Member Care Assistant**

**Pastoral Care Worker**

**Recreation Specialist / Recreation Assistant**

**Admissions Representative / Assistant**

**Restorative Nursing Assistant**

**Social Worker  
(does not include LCSWs or LMSWs)**

**Unit Secretary**

NEW YORK CORRECTION LAW  
ARTICLE 23-A  
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY  
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES  
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.