



APPLICATION FOR EMPLOYMENT

Cathedral of St. John the Divine 1047 Amsterdam Avenue 10025 (212) 316- 7530 www.actprograms.org

Date: ____/____/____

Name: _____
First Middle Last

Present Address: _____

Contact Number: (_____) _____ Mobile :(_____) _____

E-mail Address: _____

Are you a citizen of the U.S. or you have a legal right to work in the U. S.? Yes _____ No _____

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes _____ No _____

If yes, please explain: _____

EMPLOYMENT DESIRE: check all that applies

Office position _____ Administration _____ Teacher/Instructor /Specialist _____ Assistant teacher _____ Afterschool group leader _____ Summer Camp _____ during June/July _____ August _____ Volunteer (what area?) _____ Other _____

Full-Time: ____ Part-Time: ____ Seasonal _____ Flexible: ____ Saturdays _____

Days/Hours Available: Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

Date you are available to start work? _____ Salary Desired: Annual: _____ Hourly: _____

EDUCATIONAL HISTORY:

Name of school	Degree/Diploma	Graduation Date
HS:		
College:		
College:		

Are you currently a student? _____ Where; _____

Awards—License-- credentials Certifications	Location	Year

Certificates	Expiration date	Certificates	Expiration date		Expiration date
DOE fingerprint		CPR		Standard first aid	
OCFS fingerprint		Food Handler		Advance first aid	

EMPLOYMENT HISTORY/VOLUNTEER HISTORY:

Employer: _____ Dates Employed from _____ to _____
Address: _____
Supervisor: _____
Telephone Number: _ (____) _____
Position Title: _____
Reason for Leaving: _____

Employer: _____ Dates Employed from _____ to _____
Address: _____
Supervisor: _____
Telephone Number: _ (____) _____
Position Title: _____
Reason for Leaving: _____

Volunteer organization _____ Dates Employed from _____ to _____
Address: _____
Supervisor: _____
Telephone Number: _ (____) _____
Position Title: _____
Reason for Leaving: _____

May We Contact Your Present Employer? Yes _____ No _____

May We Contact Your Last Employer? Yes _____ No _____

Please name any relatives who are presently (or have formally been) employed by A.C.T. Programs or at The Cathedral of St. John the Divine? _____

REFERENCES not included above as employer:

Name/Title/Company /Telephone Number

Please note that all staff will be required to:

- Submit a medical check-up form (2yrs)
- Pass a background check
- Get fingerprinted
- Verify academic credentials
- Complete various employment forms such as W-4, I-9 and others
- Provide 2-3 reference letters: employer and character reference.
- Take Mandate Child Abuse on-line course.

COMPLETE IF DIRECTLY WORKING WITH CHILDREN:

If working with children, what age group would you prefer to: Please check

Pre-School: 2-4yrs Kindy-2nd grade: 5-7yrs 3-5th grades: 8-11yrs Young Teens: 12-15yrs _____

Have you ever been finger printed by previous employers? _____ When and by whom: _____

How did you learn of our employment opportunity? _____

Why are you applying to work at ACT? _____

How can you help A.C.T. Program meet its mission? _____

Have you ever worked with children before? Yes (ages) _____ No _____ If so, explain in what capacity and if not, explain why you are interested in working with children

What strengths/skills do you feel you would bring to this position?

How do you handle disruptive and rude behavior in a group? _____

Beyond compensation, what can this organization provide you?

SKILLS AND EXPERIENCES:

Rate on a scale of 1 to 10 with 10 the highest your level of expertise in the following:

— Basketball	— Team Challenges	— Singing and Music
— Gymnastics	— Play an Instruments	— Storytelling
— Baseball/Softball	— Cooking/Baking	— Literacy based activities
— Basketball	— Clay/Sculpture	— Dramatic Play
— Kickball/Other Ballgames	— Sketching/Drawing	— Movement/Dance
— Volleyball	— Native/Folklore Crafts	— Bulletin board Displays
— Football/Rugby/Lacrosse	— Jewelry Making	— Nature Science Activities
— Soccer	— Fashion Design	— Tutoring
— Badminton	— Painting	— Editor/Writer
— Group Games	— Lanyard	— Newsletter/Desktop Design
— Swimming: Beginner/Advanced	— Fishing& lore making	— Photography
— Gaga Ball	— Paper Mache	— Magic Tricks

I certify that information contained in this application is true and complete. I understand that any false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Print Name _____

Date _____

COMPLETE IF APPLYING FOR ADMINSTRATIVE/OFFICE WORK

Check the box of type of positions in which you are interested in and rate the following information:

Program Supervisor Administrative Supervisor Clerical support staff Technical staff

Rate 1-10 with 10 the highest to be completed by supervisory/administrative/clerical support candidates:

Typing WPM : <input style="width: 40px;" type="text"/>	MS Word: <input type="checkbox"/>	MS Publisher <input type="checkbox"/>	MS Outlook: <input type="checkbox"/>	Excel <input type="checkbox"/>	Photoshop <input type="checkbox"/>	Adobe PDF distiller <input type="checkbox"/>	Data input software: explain
Personal Computer: PC <input type="checkbox"/> Mac <input type="checkbox"/>	Facebook posting <input type="checkbox"/>	YouTube uploading <input type="checkbox"/>	Proof reading <input type="checkbox"/>	Writing skills <input type="checkbox"/>	InDesign <input type="checkbox"/>	Dream weaver <input type="checkbox"/>	

How did you learn of our employment opportunity? _____

Have you any obligations during normal work hours being 8:30am – 6:15pm, that require your time away from the position you are applying for? If yes, please Explain _____

Have you ever worked in a customer service position? If so, explain in what capacity did you meet the needs of your _____

Did you review our website before applying? _____

Why are you applying to work at ACT? _____

How can you help A.C.T. Program meet its mission? _____

SKILLS AND EXPERIENCES: What skills, talents and experiences do you bring.

Other Skills _____

— Prepare excel spreadsheet	— Generating bank deposits	— Lead Staff training session
— Newsletter design	— Handling petty cash	— Computer configuration
— Advertisement and flyer design	— Conflict resolution/mediation	— Handling cash/credit cards payment
— Mass emailing	— Editing and writing skills	— Managing budgets
— Using mail merge	— MailChimp	— SurveyMonkey

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Print Name _____

Date _____