



EMPLOYMENT APPLICATION
Tioga Opportunities, Inc.
 9 Sheldon Guile Blvd., Owego, NY 13827
 607-687-4222
www.tiogaopp.org

If you need help filling out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs.

Administration/Finance
 607-687-4222
 607-687-4236 Fax

Community Development
 607-687-4222
 607-687-4236 Fax

Family Services
 Aging: 607-687-4120
 607-687-4147 Fax

Family Planning:
 607-687-5333
 607-687-4899 Fax
 WIC: 607-687-3147
 607-687-9566 Fax

Energy Services
 607-687-0944
 607-687-0170 Fax

Housing Services
 607-687-0707
 607-687-2017 Fax



This application form is intended for use in evaluating your qualifications for employment with Tioga Opportunities, Inc. (TOI). Please answer all questions completely and accurately. False or misleading statements on this form or during an interview are grounds for terminating the application or employment.

TOI is an Equal Opportunity Employer.

No person shall be discriminated against because of race, color, religion, creed, sex, or sexual preference, gender, national origin, age, disability, political affiliation, military status, or any other legally protected status.

Position applied for:	Date:	
First & Middle Name:	Last name:	
Home Phone #:	Best time to contact you:	
Cell Phone #:		
Address:	City, State ZIP	
E-mail address:	___ Yes, contact me by e-mail	
Are you legally employable within the United States?	YES ___	NO ___
If you are under 18, can you furnish a work permit?	YES ___	NO ___
If the job requires, do you have a valid driver's license?	YES ___	NO ___
Have you used any names other than given above?	YES ___	NO ___
	If Yes, please list:	
Have you ever been convicted of a crime?	YES ___	NO ___
	If Yes, please attach details	
If you have been convicted of a crime, was it for sex-related or child abuse related offenses?	YES ___	NO ___
	If Yes, please attach details	
Have you ever been dismissed, suspended, or tendered a resignation from any prior job because of alleged misconduct?	YES ___	NO ___
	If Yes, please attach details	
Have you ever filed an application with TOI before? Under another name?	YES ___	NO ___
	If Yes, please list dates and name	
Have you been previously employed by TOI? Under another name?	YES ___	NO ___
	If Yes, please list dates and name	
Are you knowingly related to a current TOI employee or Board Director?	YES ___	NO ___
	If Yes, name and relationship:	
Type of Desired Employment	Full Time ___	Part Time ___
Salary Required \$	Temporary ___	
	Earliest Start Date:	

EMPLOYMENT HISTORY: Please list most recent job first and do NOT put "See Resume." We need at least two employment-related references.

#1. Employer:	Employment Dates: From: / To: /
Telephone:	Your Job Title:
Address:	Immediate Supervisor's Name:
BRIEFLY DESCRIBE DUTIES:	
Reason for leaving:	
May we contact for reference? YES _____ NO _____	
Starting salary:	Final salary:

#2. Employer:	Employment Dates: From: / To: /
Telephone:	Your Job Title:
Address:	Immediate Supervisor's Name:
BRIEFLY DESCRIBE DUTIES:	
Reason for leaving:	
May we contact for reference? YES _____ NO _____	
Starting salary:	Final salary:

#3. Employer:	Employment Dates: From: / To: /
Telephone:	Your Job Title:
Address:	Immediate Supervisor's Name:
BRIEFLY DESCRIBE DUTIES:	
Reason for leaving:	
May we contact for reference? YES _____ NO _____	
Starting salary:	Final salary:

#4. Employer:	Employment Dates: From: / To: /
Telephone:	Your Job Title:
Address:	Immediate Supervisor's Name:
BRIEFLY DESCRIBE DUTIES:	
Reason for leaving:	
May we contact for reference? YES _____ NO _____	
Starting salary:	Final salary:

#5. Employer:	Employment Dates: From: / To: /
Telephone:	Your Job Title:
Address:	Immediate Supervisor's Name:
BRIEFLY DESCRIBE DUTIES:	
Reason for leaving:	
May we contact for reference? YES _____ NO _____	
Starting salary:	Final salary:

SKILLS and QUALIFICATIONS: Summarize any special training or skills (languages, licenses, certificates, awards) and/or personal characteristics that may particularly qualify you as being able to perform job-related functions for which you are applying.

REFERENCES – Please print and list three references *other than* a supervisor already listed or a relative. They may be contacted prior to a hiring decision being made.

#1. Name:	#2. Name:	#3. Name:
Address:	Address:	Address:
Email:	Email:	Email:
Daytime phone number:	Daytime phone number:	Daytime phone number:

EDUCATIONAL BACKGROUND

Please indicate highest grade completed: 9 10 11 12 13 14 15 16 16+

	NAME & CITY/STATE	FIELD OF STUDY	Number of years attended	Diploma/ Degree Completed
HIGH SCHOOL				
2-year or Technical School				
4-year degree				
Master's degree				
Certifications/ Other (specify)				

Please list professional, business, volunteer, or civic activities and office held.

How did you learn about this position?

<ul style="list-style-type: none"> • <input type="checkbox"/> TOI website • <input type="checkbox"/> Newspaper • <input type="checkbox"/> Indeed • <input type="checkbox"/> Craigslist • <input type="checkbox"/> Department of Labor • <input type="checkbox"/> CareerBuilder • <input type="checkbox"/> Walk in • <input type="checkbox"/> Other – specify: 	<input type="checkbox"/> TOI employee referral – Name:
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Applicant’s Responsibility to Tioga Opportunities, Inc. (TOI): (Please read before signing.)

I understand and agree that:

- Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or termination from, employment.
- Although TOI makes every effort to accommodate individual preferences, TOI needs may at times make the following condition mandatory: a rotating work schedule, or a work schedule other than Monday through Friday, along with altered work hours. I understand and accept these as conditions of my continued employment.
- My employment may be terminated by Tioga Opportunities, Inc. At Will, at any time without liability for wages or salary except such as may have been earned at the date of such termination.
- This is an application for employment and that no employment contract is being offered. I also understand that if I am employed, such employment is for an indefinite period of time and that the Agency can change wages, benefits, and conditions at any time.
- After an offer of employment, and prior to reporting to work, a background check and drug test will be required.

I give TOI the right to investigate all references and to secure additional job related information about me. I hereby release from liability TOI representatives and other persons, corporations, or organizations for furnishing such information.

Printed Name	Signature
	Date

Please attach a current resume.

NOTE: TOI will confirm the applicant’s interest in a position before contacting any references.

Tioga Opportunities, Inc. is an Equal Opportunity Employer

RETURN TO: careers@tiogaopp.org

OR

**HUMAN RESOURCES
TIOGA OPPORTUNITIES, INC.
9 SHELDON GUILLE BLVD.
OWEGO, NY 13827**

FAX-607-
687-4236