

Continuing Developmental Services

Corporate Offices 860 Hard Road Webster NY 14580

Employment Application

Federal and State Law prohibit discrimination in employment practices because of race, creed, color, sex, national origin, age, martial status, sexual preference, disability, citizenship, arrest record, religion and status of Vietnam era veteran.

CDS is an Equal Opportunity Employer

Applicant Information						
Full Name:	Last	First		SSN# 	<u> </u>	
Address:	Lasi	FIISL		IVI.I.		
	Street Address			Apartment/Unit #		
				·		
	City			State	ZIP Code	
Phone: ()	E	-mail Address:			
Date Available: Desired Salary: \$						
						
			Availability			
□ Full-time □ Part-time □ Day □ Evening □ Relief □ Overnight □ Temporary □ Summer □ Weekends □ Holidays Are you at least 18 years of Age? □ Yes □ No Position(s) applying for: Have you ever worked for or applied at CDS? □ Yes □ No If yes, please describe						
Tiave you ever	vorked for or applied at OBC	:	, piedoe describe			
Motor Vehicle Requirements						
Pursuant to New York State Office of Mental Retardation and Developmental Disabilities regulation 633.5(b) the following information is to be completed for all applicants where there is a bona fide job qualification for the prospective employee to possess a valid New York State driver's license and to engage in driving a motor vehicle in the course of employment. All such prospective employees must meet CDS Vehicle Operator Requirements.						
Have you had a ☐ Yes ☐ No	driver's license for a minimu	m of two years?	Do you have a valid New State Drivers License ☐ Yes ☐ No			
Class: ☐ Passenger (D) ☐ Non-CDL (C) ☐ Taxi (E)			Commercial Drivers License CDL A B C Other			
The NYS Dept of Transportation requires 19-A Certified Drivers to be at least 21 years of age.						
List Previous Ad	Idresses and names (Birth a	nd/or Aliases) used during	g the past 7 years:			
Motorist ID #						
Education						
All offers of employment are contingent upon applicant providing official proof of highest degree awarded						
	Name	А	address	Area of Study	Degree Awarded	
High School						
College						
Other		Applic	cation Statement			
I certify, to the best of my knowledge and beliefs, the answers to the above questions are true. I understand that if driving is a requirement of the position for which I am being considered, having and maintaining a satisfactory driving record is a condition of employment. I agree to allow CDS to check my driving record prior to hire and periodically thereafter. I further agree to report any license suspension, serious accidents or offenses or any other condition to my supervisor immediately that may affect my ability to drive during the course of employment.						
Signature: Date: FOR OFFICE USE ONLY- DO NOT WRITE BELOW						
Minimum Qualifications : Approved: ☐ Disapproved ☐ Initials Date						
Comments:				<u>-</u>		

How did you hear about CDS Advertisement (List Publication) Friend/Relative Employee Referral (List Name)								
□ College Posting □ Walk-in □ CDS/Unistel Website □ Media Event □ Careerbuilder.com □ Department of Labor □ Employment Agency								
Work Experience								
DO NOT SUBSTITUTE A RESUME FOR THIS SECTION OR WRITE SEE RESUME								
Please give accurate, complete job information include addresses and phone number. Failure to do so could affect your changes of being considered for employment. (List most recent first)								
, , ,		,	Dates of			Reason for		
Company Name	Com	plete Address Phone Number	Employment	Job Title	Salary	Leaving		
Are you eligible for rehire	at the abo	ve company?	esa avnlain					
Are you eligible for refille	at the abo	ve company: Tes I No plea	se explaili					
Ana way aliaibla fan nahina	-4.46	wa aamaana 🗆 Vaa 🗆 Ma misa				<u> </u>		
Are you eligible for renire	at the abo	ve company? 🗌 Yes 🗌 No plea	ise explain					
			<u> </u>					
Are you eligible for rehire	at the abo	ve company? 🗌 Yes 🗌 No plea	se explain					
Are you eligible for rehire	at the abo	ve company? Yes No plea						
D :1.1			nal References					
personal references.	rences: pa	ast employer, supervisor, co-work	er or business associ	late. Relatives and/or fri	ends are not acce	eptable forms of		
Name		Complete Address	Telephone		Relationship/Occupation			
List any special skills or tra	aining in th	he space provided below:						
List special accomplishme	nte nublic	cations awards cortifications or a	any additional informa	ation you would like us t	o consider (Evelu	udo information		
List special accomplishments, publications, awards, certifications or any additional information you would like us to consider. (Exclude information that would reveal sex, race religion, national origin, age, color, disability, or other protected status:						de illioimation		
Have you ever worked for	CDS in pa	ast? ☐ Yes ☐ No If yes, plea	se indicate the year a	and program				
Can you perform the esse	ntial funct	ions of the job for which you are a	applying? 🗌 Yes 🔲	No				
		Convid	tion Statement					
		entire section, then answer convict round Check for all convictions and						
through OMRDD for a Criminal Background Check for all convictions and all pending charges and the OMRDD makes the final decision regarding results. You must include: Also believed driving convictions and reckless driving convictions.								
 Alcohol-related driving convictions and reckless driving convictions All levels of pending and convictions classified as violations, misdemeanors, or felonies 								
Do not include: • Parking violations or traffic infractions								
 Convictions records sealed by court, including juvenile court records, juvenile offender, youthful offender, or other sealed records Records for a violation or crime for which you have received adjournment in contemplation of dismissal (ACD) or conditional discharge 								
Failure to disclose a conviction or pending charge will be cause for disqualification based upon your untruthfulness. If you are not certain of the details of a conviction or pending charge, list the information you know- do not omit it.								
Have you ever been convicted of a violation of law? ☐ Yes ☐ No ☐ Do you have any pending charges of a violation of law? ☐ Yes ☐ No								
If yes to any of the questions above, list violations & dates in space below:								

Vision

Continuing Developmental Services, Inc. is a world-class human service organization that supports people in the pursuit of their personal dreams.

Mission

Continuing Developmental Services, Inc. is an organization of highly skilled dedicated people that provide quality services to individuals with developmental disabilities for their well being and growth

Shared Values - S.ER.V.I.C.E.

- Satisfied Customers
- Empowerment
- Respect
- <u>V</u>alued Employees
- Innovation
- Collaboration
- Education

Customer Service Standards - S.C.OR.E.

- Safety
- Compassion
- <u>Opportunity</u>
- Responsiveness
- <u>E</u>fficiency

APPLICATON STATEMENT PLEASE READ BEFORE SIGNING

I authorize the investigation of all information contained in this application. I release from liability any person giving or receiving such information. I further agree that CDS Inc. may contact former employers listed in my application.

I understand that any offer of employment with CDS may be contingent upon my passing a required physical exam and pre-employment drug test for the detection of illegal drugs. All offers of employment to applicants who will have regular and substantial unsupervised or unrestricted physical contact with individuals receiving services will be contingent upon successful completion of a criminal history record check, including providing information, statements and fingerprints as necessary. I understand that, if hired, I will be required to provide documentation that I meet the educational requirements of the position, verification of my legal right to work in the U.S. and have completed a screening for Tuberculosis within the previous 10 months.

In signing this application, I certify that all information provided is complete and an accurate statement of the facts and understand that if any misrepresentation, omission or falsification is discovered, it is cause for dismissal. I verify that, if hired, I can submit verification of my legal right to work in the U.S and that I meet educational requirements. I understand my employment is for no definite period of time and may be terminated by either party at any time except as limited by a written employment contract or written collective bargaining agreement and that no representative of the agency has the authority to make any assurances to the contrary. I also understand that I am required to abide by all rules and regulations of the agency.

Signature of Applicant Date	Date
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CDS is a drug free workplace

AFFIRMATIVE ACTION QUESTIONNAIRE

Employees are treated during the employment process without regard to race, color, religion, sex, national origin, age, marital status or veteran status, disability, or any other legally protected status.

The purpose of this Affirmative Action Questionnaire is to support our effort to comply with government regulations and responsibilities. The completion of this questionnaire is optional. If you choose to volunteer the requested information please note that all questionnaires are kept in a confidential file and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS STRICTLY VOLUNTARY AND YOUR PARTICIPATION WILL NOT AFFECT ANY EMLOYMENT DECISION.

<u>VOLUNTARY SURVEY</u>					
Please Print					
This data is for statistical analysis with respect to the success of the Affirmative Action program. SUBMISSION OF THIS INFORMATION IS VOLUNTARY.					
Name	Telephone number				
Address	Social Security number				
Check One: Male Female					
Check one of the following: (Ethnic Origin)					
□ African American □ Hispanic □ Asian/Pacific Islander [□Native American □Caucasian □Other				
*******************	*****				
Check if ANY of the following apply: Not Disabled Not a Veteran Disable "Disabled" is defined as a person who: 1. has a physical or mental impairment which activities 2. has a record of having had such an impair is regarded by others as having such an ir					
□Vietnam Era Veteran (Served in military service anytime	during 8/5/64-5/7/75)				
Disabled Veteran (Person entitled to VA Disability compa	ensation or discharge from active duty for a				

disability)