

The Belle Center Employment Application



Our Mission: To offer innovative educational, social and community building services for children, youth, senior citizens and families living in Western New York.

Submit Applications to the Front Desk at the following address:

The Belle Center
104 Maryland Street
Buffalo, NY 14201
Phone: 845-0485
Fax: 845-0486
www.thebellecenter.org

Please read carefully and complete by printing in ink or typing.

Erie Regional Housing Development Corporation is an Equal Opportunity Employer.
 The Belle Center does not discriminate on the basis of race, sex, color, religion, national origin, sexual orientation, age, disability, veteran status, or any other factors made unlawful under applicable federal and state laws.

PERSONAL INFORMATION	Today's Date:
-----------------------------	----------------------

Name- First Middle.....Last.....

Date of Birth/...../..... **Age**.....

Social Security Number.....

Street Address.....**Apt #**.....

City.....**State**..... **Zip Code**.....

Telephone Number..... **Date Available to Work**.....

Have you ever been convicted of a felony or misdemeanor? Yes No
If so, please describe.....

.....

Position Requested:.....

EDUCATION

List all high schools, colleges, educational and job training programs, trade or technical schools, and military trainings you have attended.

Name of School/Program (List most recent first)	Location (City/State)	Dates Attended		Major or Area of Study	Type of Degree or Certificate	Date Received or Expected
		From mo/yr	To mo/yr			
A.						
B.						
C.						
D.						

Please explain any period of time greater than six months not accounted for by work, school, or military service:

.....

.....

WORK EXPERIENCE:

List the last three positions for which you have received remunerations.

Employer #1	Start Date	End Date	Employer's Address (Street, City, State)	
	Position/Occupation		Job Description	Salary/Hourly Rate
	Supervisor		Reason for Leaving	
	Phone #			
May we contact Yes No				

Employer #2	Start Date	End Date	Employer's Address (Street, City, State)	
	Position/Occupation		Job Description	Salary/Hourly Rate
	Supervisor		Reason for Leaving	
	Phone #			
May we contact Yes No				

Employer #3	Start Date	End Date	Employer's Address (Street, City, State)	
	Position/Occupation		Job Description	Salary/Hourly Rate
	Supervisor		Reason for Leaving	
	Phone #			
May we contact Yes No				

Were you ever employed by the Belle Center? Yes No

If yes, in what position? _____ Years of Employment _____

REFERENCES: List three personal references. Do not list employers or relatives.

Name	Street, City, State, Zip Code	Telephone Number	Occupation
Name	Street, City, State, Zip Code	Telephone Number	Occupation
Name	Street, City, State, Zip Code	Telephone Number	Occupation

CERTIFICATIONS: Please list the types of certifications that you currently hold.

Certification	Completion Date	Expiration Date
Lifeguard Training		
Water Safety Instructor		
Standard CPR		
Professional Rescuer CPR		
First Aid		
Child Abuse Prevention		
Other		

How did you hear about the vacancy at the Belle Center?

-Television
.....Newspaper
.....Internet
.....Employee Referral
.....Other

Applicant Statement: Read the following statements carefully before signing this application.

I understand that representatives of the Belle Center and its agents may conduct a background investigation on me, and may contact my former employers, references and other third parties to obtain additional information related to employment. I hereby request, release and consent to the release and disclosure of such information.

I understand that if any statement or response, on the application form, during the interview, or at any time during the hiring process, is found to be false or misleading, consideration of the applicant will be discontinued. This will result in employment denial in the case of an applicant and possible dismissal in the case of a current employee. The information presented in this application for employment is true.

Signature of Applicant: _____ Date: _____