

**Tompkins County**  
 171 E. State/MLK, Jr. St  
 Center Ithaca Box 111  
 Ithaca, NY 14850

**Chemung/Schuyler Counties**  
 215 E. Church St.,  
 Elmira, NY 14901



[www.cdrc.org](http://www.cdrc.org)

[cdrc@cdrc.org](mailto:cdrc@cdrc.org)

## Application for Employment

Thank you for considering CDRC in your career plans! To make the best match between your skills and experience with our requirements, we need a clear and accurate understanding of your background. Please complete all sections of this application and provide us with complete information even though you are also including a resume and cover letter.

CDRC is an equal opportunity employer.

*CDRC is an inclusive organization and does not discriminate because of race, color, ethnic origin, immigration status, national origin, sex, marital or family status (including pregnancy and child care plans), sexual orientation, gender identity and expression, disabilities or age.*

<b>APPLICANT INFORMATION</b>			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Desired Salary		
Position Applied for			
Are you a citizen of the United States? YES/NO How did you find out about this job?		If no, are you authorized to work in the U.S.? YES/NO	
<b>EDUCATION</b>			
High School	Address		

From	To	Did you graduate? YES/NO	Degree
College		Address	
From	To	Did you graduate? YES/NO	Degree
Other		Address	
From	To	Did you graduate? YES/NO	Degree

<b>REFERENCES</b>	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	

<b>PREVIOUS EMPLOYMENT</b>		
Company		Phone (     )
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES/NO		
Company		Phone (     )
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES/NO		
Company		Phone (     )
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES/NO		

<b>AUTHORIZATION</b>		
<p>"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.</p> <p>I authorize investigation of all statements contained herein and authorize the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise I release the Community Dispute Resolution Center from all liability for any damage that may result from utilization of such information.</p> <p>I also understand and agree that no representative of the Community Dispute Resolution Center has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized Community Dispute Resolution Center representative."</p>		
<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Signature</td> <td style="width: 30%;">Date</td> </tr> </table>	Signature	Date
Signature	Date	