

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Can you work Saturdays and/or evenings? YES  NO

Can you show proof of age upon hire? YES  NO

Can you show proof of legal right to work in the United States upon hire? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you have friends or family that work for this company YES  NO  If yes, who? \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

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

**Personal Statement**

*Why are you interested in working at UHPP?*

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**Disclaimer and Signature**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that false statements on this application shall be considered sufficient cause for rejection of my candidacy or, if employed, dismissal. Additionally, I understand that Upper Hudson Planned Parenthood reserves the right to conduct a background check on any person seeking employment within the UHPP organization and appropriate documentation will be provided to me.

In consideration of my employment, I agree to conform to the policies, rules and regulations of Upper Hudson Planned Parenthood (UHPP). My employment and compensation can be terminated, with or without cause at any time, at the option of either UHPP or myself. I understand that no officer, supervisor or representative of UHPP other than the CEO/President has any authority to enter into any agreements contrary to the foregoing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that you are strongly encouraged to submit a cover letter and/or resume in addition to submitting this required application.** Please submit to:

Upper Hudson Planned Parenthood, 855 Central Avenue, Albany, NY 12206 or jobs@uhpp.org or 518.434.8153 (fax)