

# LEVENE GOULDIN & THOMPSON, LLP

A T T O R N E Y S   A T   L A W

Please read the **Instructions and Information** for completing our application for employment first. **Illegible or incomplete information may preclude consideration for employment.** This application is compliant with all New York State and Federal Labor Laws including New York Correction Law Article 23A, attached.

## **Application Instructions and Information**

- You may type or print the application. If printing use black or blue ink and print legibly.
- **Complete all information** regardless of whether it appears on your resume. “See Resume” is not an acceptable response on this application.
- Scan and e-mail your application to Christopher Pilotti, Director of Administration:  
[cpilotti@lglegal.com](mailto:cpilotti@lglegal.com).
- **Neither this page (Page 1) nor Article 23A (Page 6) should be returned with your application.**
- References must be professional relationships.
- Copies of college diplomas and transcripts of college grades will be required when a college degree is indicated; transcripts are required when college attendance is indicated without degree.
- Criminal background or financial background checks will only be conducted when pertinent to the position. They are conducted in accordance with Correction Law Article 23A and the Fair Credit Reporting Act. Please see the Disclaimer and Failure to Disclose in the Signature and Affirmation block in case either is relevant to your application.

## EMPLOYMENT APPLICATION

*It is the policy of this company to provide equal opportunity employment opportunities to all qualified persons without regard to age, race, creed, color, national origin, sexual orientation, military status, gender, marital status, disability or genetic disposition.*

**Position Applying for:** \_\_\_\_\_

### IDENTIFYING INFORMATION

Full Name:	
<i>Last</i>	<i>First</i> <span style="float: right;"><i>M.I.</i></span>
Current Address:	
<i>City</i>	<i>State</i> <span style="float: right;"><i>Zip Code</i></span>
Permanent Address: (If different from above)	
<i>City</i>	<i>State</i> <span style="float: right;"><i>Zip Code</i></span>
Home Phone:	Cell Phone:
Email:	Have you ever worked for our firm?    YES <input type="checkbox"/> NO <input type="checkbox"/>
Is additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work records? If yes, explain. _____ _____	
Please provide the names of any relative(s) that have been employed by Levene Gouldin, and Thompson, LLP. <b>Name:</b> _____ <b>Relationship to you:</b> _____	

### APPLICANT INFORMATION

<b>1.U.S. Employment Authorization</b>	
1. Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. If not a citizen of the United States, do you intend to become a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. If you are not a United States citizen, have you the legal right to remain permanently in the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Do you intend to remain permanently in the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>2. Military Experience</b>	
1. Have you ever served in the Armed Forces of the United States or in a State Militia?	YES <input type="checkbox"/> NO <input type="checkbox"/>
a. If yes, please provide the following information: Branch of Service: _____	
Rank at time of Separation: _____ I served from _____ to _____	
2. Did you receive a dishonorable discharge?	YES <input type="checkbox"/> NO <input type="checkbox"/>

**EDUCATION**

	<b>School Name</b>	<b>Location/Address</b>	<b>Did you graduate?</b>	<b>Degree Received</b>	<b>Major/Minor</b>
<b>High School</b>					
<b>Equivalency Program</b>	<i>Issued by:</i>			<i>Number:</i>	
<b>Technical/ Vocational School</b>					
<b>College/University</b>					
<b>College/University</b>					
<b>Other Training/Military Schools</b>					

**EMPLOYMENT & EXPERIENCE****Present or Most Recent Employer**

Employer Name: \_\_\_\_\_

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

Position Name: \_\_\_\_\_ Duties: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

\_\_\_\_\_ Salary: \_\_\_\_\_

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_  
Number: \_\_\_\_\_May we contact? YES  NO 

Reasons for Leaving: \_\_\_\_\_

\_\_\_\_\_

**Previous Employer**

Employer Name: \_\_\_\_\_

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

Position Name: \_\_\_\_\_ Duties: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

\_\_\_\_\_ Salary: \_\_\_\_\_

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_  
Number: \_\_\_\_\_May we contact? YES  NO 

Reasons for Leaving: \_\_\_\_\_

\_\_\_\_\_

**Previous Employer**

Employer Name: \_\_\_\_\_

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

Position Name: \_\_\_\_\_ Duties: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

\_\_\_\_\_ Salary: \_\_\_\_\_

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_  
Number: \_\_\_\_\_May we contact? YES  NO 

Reasons for Leaving: \_\_\_\_\_

\_\_\_\_\_

## SKILLS

Please describe any skills you have in the following areas:

Computer:

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Other:

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## POSITION SPECIFICATIONS

Position Applying For: \_\_\_\_\_

How did you hear about this job?

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Work Location desired:

Vestal  Deposit  Whitney Point  Ithaca

**Availability** - Please indicate the hours that you would be willing to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

### Duration

Permanent   
Temporary   
Seasonal

Full-time   
Part-time

Would you be able to work weekends? YES  NO

Are you willing to travel for the job? YES  NO

When are you able to start? \_\_\_\_\_

Desired Salary: \_\_\_\_\_ per \_\_\_\_\_

## PROFESSIONAL REFERENCES

Name: \_\_\_\_\_

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

\_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

\_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

\_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

## NEW YORK CORRECTION LAW ARTICLE 23-A

### LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

**§751. Applicability.** The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

**§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.** No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

**§753. Factors to be considered concerning a previous criminal conviction; presumption.** 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

**§754. Written statement upon denial of license or employment.** At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

**§755. Enforcement.** 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules. 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

**ADDITIONAL REMARKS**

*Please use this section to state any additional information that you feel may be helpful to us in considering your application.*

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**Additional Sheets Attached?** YES  NO

**SIGNATURE & AFFIRMATION**

It shall be an unlawful discriminatory practice for any person, agency, bureau, corporation, or association, including the state and any political subdivision thereof, to deny any license or employment to any individual by reason of his or her having been convicted of one of more criminal offenses, or by reason of finding of a lack of "good moral character" which is based on up on his or her having been convicted of one or more criminal offenses, when such denial is in violation of the provisions of Article 23-A of the NY Correction Law.

Disclaimer: It is the policy of Levene Gouldin & Thompson, LLP not to discriminate against applicants who have a criminal record. A criminal conviction does not result in an automatic disqualification. All applicants are examined on a case-by-case basis, taking into account a series of factors the firm is required to review. For example, Levene Gouldin & Thompson, LLP will take into consideration the specific duties and responsibilities of the position you are applying for, and the bearing, if any, the criminal conviction will have on your fitness or ability to perform one or more such duties or responsibilities.

Failure to Disclose: If you have been convicted of a crime, and you fail to disclose the conviction during the interview process and any background investigation, Levene Gouldin & Thompson, LLP, reserves the right to terminate your employment should you in fact be hired. Please be honest about your criminal convictions so that your application can be properly assessed.

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state of federal law.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_