

## CAMP TURNER EMPLOYMENT APPLICATION

The Diocese of Buffalo is an Equal Opportunity Employer and considers all candidates for employment regardless of race, color, age, sex, genetic history, national origin, marital status, disability, Vietnam or disabled veteran status or arrest record. Because of its status as a religious entity, the Diocese may consider the candidate's religious affiliation in its employment decisions, consistent with state and federal law.

Position Sought: \_\_\_\_\_

Date Received: \_\_\_\_\_

Name _____				
Last Name		First Name	AKA or Nickname	
Contact: _____				
Home Phone		Cell Phone	Email Address	
Permanent Address _____				
Number & Street		City	State	Zip Code
School Address _____				
Number & Street		City	State	Zip Code
Do you have any restrictions, personal or otherwise, which would restrict the hours you can work?				
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify hours and/or dates restricted: _____				
Are you 17 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, how old? _____				
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, how old? _____ Do you have working papers? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you prevented from lawfully becoming employed in this country because of visa or immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of immigration status or citizenship will be required upon employment.)				
Have you ever been employed or volunteered with the Diocese of Buffalo? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If so, when? _____ Job Title _____				
Have you previously applied for employment with the Diocese of Buffalo? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, when? _____				
Are you a current/former employee of a Diocese of Buffalo Parish, School or Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Last date worked: _____ Job title: _____				
Reason for Leaving: _____				
Referred by (name of person, firm, agency, advertisement, etc.): _____				
Date available to begin work: _____ Rate of Pay Expected: _____				

**Note: Employment Applications are only considered active for sixty days from receipt.**

## Education

EDUCATION	NAME OF SCHOOL CITY AND STATE	Highest Grade Completed 1 2 3 4	Did you graduate? Yes / No	Degree/Major/Minor
High School				
College(s)				
Graduate School				
Technical, Business, or Other				

**Employment History:** (Start with your present or most recent position. Include experience in the armed forces of the U.S. Please feel free to attach a resume; however, you must complete your employment history as indicated on this page.)  
If you have no previous jobs please attach a report card from your last semester of school work.

**Present Employer Name** \_\_\_\_\_ **Type of Business** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Start Date** \_\_\_\_\_ **Position** \_\_\_\_\_ **Starting earnings** \_\_\_\_\_

**End Date** \_\_\_\_\_ **Position** \_\_\_\_\_ **Earnings at departure** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

**Reason for termination:** \_\_\_\_\_

**Last immediate supervisor's name and title:** \_\_\_\_\_

**Employer Name** \_\_\_\_\_ **Type of Business** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Start Date** \_\_\_\_\_ **Position** \_\_\_\_\_ **Starting earnings** \_\_\_\_\_

**End Date** \_\_\_\_\_ **Position** \_\_\_\_\_ **Earnings at departure** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

**Reason for termination:** \_\_\_\_\_

**Last immediate supervisor's name and title:** \_\_\_\_\_

**Employer Name** \_\_\_\_\_ **Type of Business** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Start Date** \_\_\_\_\_ **Position** \_\_\_\_\_ **Starting earnings** \_\_\_\_\_

**End Date** \_\_\_\_\_ **Position** \_\_\_\_\_ **Earnings at departure** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

**Reason for termination:** \_\_\_\_\_

**Last immediate supervisor's name and title:** \_\_\_\_\_

## Character References

Please include at least 3 references that have knowledge about your character, scholarship, and professional abilities.  
Do NOT include relatives or previous employers.

Name	Position	Mailing Address	Telephone

### Other

Is additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your school or employment records? ☐ Yes ☐ No

If yes, please provide: \_\_\_\_\_

Please indicate if you hold any of the following certifications. (Check all that apply) ☐ First Aid ☐ CPR

Please list all licenses and accreditations that pertain to the job you are applying for: \_\_\_\_\_

\_\_\_\_\_

Present religious affiliation \_\_\_\_\_

The Diocese may have positions where ordination, religious profession or active membership in the Catholic Church is a requirement for the position as stipulated by Canon Law.

Languages (other than English): \_\_\_\_\_ Read \_\_\_\_\_ Speak \_\_\_\_\_ Write \_\_\_\_\_  
\_\_\_\_\_ Read \_\_\_\_\_ Speak \_\_\_\_\_ Write \_\_\_\_\_

You may wish to include civic and community activities and professional societies in which you participate which you consider relevant to your ability to perform the job:

\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of a felony or misdemeanor with the exception of minor traffic offenses in any jurisdiction?

☐ Yes ☐ No If yes, please provide explanation: \_\_\_\_\_

City: \_\_\_\_\_

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

Are you now or have you ever been the subject of an indicated report of child abuse, neglect or mal-treatment?

☐ Yes ☐ No Date: \_\_\_\_\_ If yes please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Your answer is looked upon as only one of the factors considered and is evaluated in terms of the nature, severity, and date of the offense. No applicant will be excluded from consideration for employment due to prior arrests.

Have you ever been discharged or asked to resign by an employer or a volunteer organization? ☐ Yes ☐ No

If yes, please explain and state circumstances: \_\_\_\_\_

## CONSUMER REPORT DISCLOSURE STATEMENT

In compliance with the Fair Credit Reporting Act (Public Law 91-508), you are notified that in connection with and in order to better evaluate this application for employment, a report may be obtained which will provide applicable information concerning character, general reputation and personal characteristics including, but not limited to, verification of prior employment, verification with the Department of Motor Vehicles, and a character check, including verification and review of any criminal convictions. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the report requested.

I hereby authorize the Diocese of Buffalo to procure a consumer report as set forth above.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### APPLICANT'S AGREEMENT

I hereby represent that each answer to a question herein and on any attachments to the application, and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect, incomplete or false statements or information furnished by me during the selection process will subject me to disqualification from consideration or termination as a volunteer. I hereby authorize my former employers, organizations to which I volunteered my services or personal references to give any information regarding my employment/volunteering with them; and in addition, to furnish any other information they may have concerning me.

I understand this Application for Employment does not constitute an expressed or implied contract of employment and, if hired, I have the right to terminate my employment for any reason at any time. I also understand the Diocese of Buffalo reserves the same rights. I understand the Diocese reserves the right to unilaterally change or modify "wages" and "conditions of employment" at any time without previous notice.

I also understand I am subject to a thorough background check. In compliance with the Fair Credit Reporting Act (Public Law 91-508), you are notified that in connection with and in order to better evaluate this application for employment, a report may be obtained which will provide applicable information concerning character, general reputation and personal characteristics including, but not limited to, verification of employment, verification with the Department of Motor Vehicles, and a character check, including verification and review of any criminal convictions. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the report requested.

I further understand that in the event I receive an offer of employment, I will be required to submit to a post-offer pre-employment drug test. The offer of employment will be revoked, or employment will be terminated, in the event of a positive test result. Any offer of employment may be revoked or employment will be terminated based on adverse information obtained by the Diocese of Buffalo during the background investigation process.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## **SUBSTANCE ABUSE TEST NOTICE ALL APPLICANTS**

All persons applying for a position with a diocesan organization , parish or school may be required to provide a urine and / or blood sample for a substance abuse test. During employment or volunteer service, a person may be required to provide a urine and / or blood sample for a substance abuse test if there is a reasonable suspicion the person is under the influence of drugs or alcohol at work or while performing volunteer services. I have read and accepted this as a condition of Employment and or services.

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Signature

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Date

Please complete and submit the Uniform Release Authorization and submit with your application.

## REFERENCE FORMS

Send reference forms to:

**Camp Turner**

**PO BOX 264**

**Salamanca, NY 14779**

### Applicant Instructions:

---Fill out the top section of each Reference Form.

---Give forms to **three** professionals (teachers, supervisors, etc.) **Do not give the form to family members, roommates or peers.**

---Ask references to complete the form with as much detail as possible then place it in a sealed envelope, sign across the seal, and mail it directly to the address above. This reference is confidential. You should not see the reference.

---Providing your references with a pre-addressed and stamped envelope is a considerate thing to do.

## REFERENCE FORM

**Camp Turner, P.O. Box 264, Salamanca, NY 14779      Phone: 716-354-4555      Fax: 716-354-2055**

**Applicant Instructions:** Fill out the top section of this form. Give it to **three** professionals (teachers, supervisors, etc.) **Do not give the form to family members, roommates or peers.** Ask them to complete the form with as much detail as possible then place it in a sealed envelope, sign across the seal, and mail it directly to the address above. This reference is confidential. You should not see the reference.

I, the applicant, give permission for Camp Turner and the Catholic Diocese of Buffalo, to obtain all appropriate information in conjunction with my application for employment. I authorize all schools which I attended, employers for whom I have worked, organizations for which I have volunteered or been associated with to release information which may provide insight into my experience, character, educational qualifications, and potential to be a successful staff member at Camp Turner.

Applicant Printed Name	Position Applying for	Signature	Date
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### NOTE TO PERSON PROVIDING REFERENCE

Camp Turner is a coeducational, resident summer camp serving children from seven to sixteen years of age. The work requires a great deal of energy, patience, creativity and responsibility. The information you provide will help us determine if the applicant is suitable for this type of employment. Please seal the form, sign across the seal and mail the form directly to the address above. Please do not give this form to the applicant to mail.

Name of Reference: \_\_\_\_\_ Phone number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

How long have you known the applicant: \_\_\_\_\_

What is your relationship to the applicant: \_\_\_\_\_

Where is the applicant employed? \_\_\_\_\_

If no longer working why did he/she leave? \_\_\_\_\_

Has the applicant ever been dismissed from a position? ☐ YES ☐ NO If yes, please provide specifics

Has the applicant been convicted of a crime? ☐ YES ☐ NO If yes, please provide specifics

What values does the applicant display through his or her behavior?

What are the applicant's strengths?

---

Has this applicant, in your experience, improved or detracted from the happiness of those around him or her? How?

---

---

Describe the applicant's ability to adapt to change / flexibility.

---

---

Comment on the applicant's emotional maturity / socialization skill:

---

---

*What area do you think the applicant needs to grow in to be a more effective employee?*

---

---

Has the applicant demonstrated punctuality, reliability, work ethic? In what ways?

---

---

How does the applicant get along with co-workers? Superiors? The public?

---

---

Have you observed the applicant interacting with children? Do you have any reservations about this applicant working with children in an overnight camp setting? Would you trust him / her with your own children?

---

---

Has there been any allegations of abuse or misconduct against the applicant? ☐ YES ☐ NO If yes, please provide specifics

---

By my signature I attest that everything I wrote is true and complete to the best of my knowledge.

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

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



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---

By my signature I attest that everything I wrote is true and complete to the best of my knowledge.

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

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

Name of Parish/School/Organization and City \_\_\_\_\_

**UNIFORM RELEASE AUTHORIZATION**  
**FOR NEW APPLICANTS FOR EMPLOYMENT**

Applicant to Complete the Following:

1. In connection with my application for employment, I understand that an investigative consumer report, including a criminal background check, may be requested that will include information as to my character, work habits, performance, and experience along with reasons for termination of past employment. As directed by Diocesan policy and consistent with the job described, I understand that the employer may be requesting information from public and private sources about my driving record, criminal records, education, credentials, credit, and references.
2. If employed, I understand that a criminal background check may be ordered at such times and frequencies as determined by the employer.
3. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source, which provided the information.
4. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this Release shall be as valid as the original. I agree to execute a further release or releases as required by any reporting agency, whether federal, state, county, or private.
5. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer or reference contacted by the Diocese of Buffalo or its agent to furnish the information described herein. The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the information or reports herein.
6. I have been provided a copy of the New York State Correction Law Article 23-A, Licensure and Employment of Persons Convicted of One or More Criminal Offenses. If denied employment on the basis of my criminal background, I understand I have the right under such law to request a written statement setting forth the reasons for such denial, which written statement shall be produced within 30 days of the receipt of such request.

PLEASE PRINT CLEARLY

\_\_\_\_\_  
 Last Name                      First Name                      Middle Name                      Suffix (Jr, Sr, II, etc.)

Please print other names you have used \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_  
 City                      State                      Zip Code

\_\_\_\_\_  
 Social Security Number                      Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
 Drivers License Number                      Issuing State

Name as it appears on license \_\_\_\_\_

\_\_\_\_\_  
 City                      State                      Zip Code

\_\_\_\_\_  
 Social Security Number                      Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
 Drivers License Number                      Issuing State

Name as it appears on license \_\_\_\_\_

\_\_\_\_\_  
 Signature                      Today's Date

FOR PARISH/SCHOOL/AGENCY USE:

THE FOLLOWING IS NEEDED FOR REPORTING TO THE USCCB (CHECK APPROPRIATE BOX BELOW):

<b>EMPLOYEES:</b>	<b>Clergy and Candidates for Ordination:</b>
<input type="checkbox"/> School Emp. – Teacher (Paid Educators)	<input type="checkbox"/> Priest
<input type="checkbox"/> School Emp. – Other	<input type="checkbox"/> Deacon
<input type="checkbox"/> Parish Emp. (Rel. Ed., Youth Dept., Other)	<input type="checkbox"/> Candidate for Ord.
<input type="checkbox"/> Diocesan Emp. (Catholic Char., BVS, etc.)	

**NEW YORK CORRECTION LAW**  
**ARTICLE 23-A**  
**LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY**  
**CONVICTED OF ONE OR MORE CRIMINAL OFFENSES**

**Section 750. Definitions.**

**751. Applicability.**

**752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.**

**753. Factors to be considered concerning a previous criminal conviction; presumption.**

**754. Written statement upon denial of license or employment.**

**755. Enforcement.**

**§750. Definitions.** For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

**§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 individual 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.** 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.

*Uniform Release Authorization for New Applicants for Employment*

*Rev. 02/19/2015*