

Tri-State Unity Coalition

P.O. Box 752
 Milford, PA 18337
tristateunity@veneziale.net
<http://tristateunity.org>

Dear Applicant:

Thank you for your request for an employment/volunteer application with the Tri-State Unity Coalition.

Applications are sent only to individuals who request them. The issuance of these forms does not imply that we have vacancies at this time or that an offer of a position is being made.

Before you will be considered for an interview, we must receive the following items for a complete application file:

1. Completed application
2. Letter of interest or introduction
3. Signed Unity Pledge (included in this packet)
4. Resume or CV
5. Copy of highest level of completed education or college transcripts
6. Professional Certification(s) and/or Endorsement(s)
7. Criminal History Record Release Form (included in this packet)

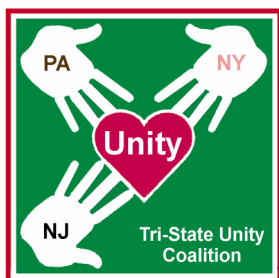
Your application will not be processed until we obtain all of the required information. Your application file will be active upon receipt of all of the required materials. You will be considered for an interview when a position for which you are certified and qualified becomes available. Interviews are extended by invitation only to the persons who most closely meet the qualifications for the position.

Your application will remain active for one year following the date on the application. All documents will be destroyed at the end of the year.

Thank you for your interest in the Tri-State Unity Coalition.

Tri-State Unity Coalition considers applicants for all positions without regard to race, color, national origin, age, religion, gender, marital status, veteran or military status, disability or sexual orientation. If you require assistance with the application and/or interview process, please inform us.

**Celebrating Diversity
 Promoting Human Rights
 Creating a Moral Barrier to Hate
 Enhancing Community Harmony**



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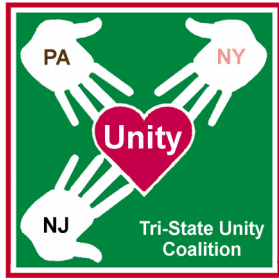
Employment/Volunteer Application

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An Equal Opportunity Employer

P	Date of Application _____ Social Security Number _____ Name _____ <small style="display: block; text-align: center;">Last Legal First Preferred First Middle Initial</small> Current Address _____ <small style="display: block; text-align: center;">Street/Box City State Zip Code</small> Home Phone () _____ Alternate Phone () _____ Other name that may appear on records _____ <small style="display: block; text-align: right;">(Used for reference checks.)</small> Email address _____
R	List the position(s) for which you are applying: (1) _____ (2) _____ Credentials included with application: <input type="checkbox"/> Letter of interest or introduction <input type="checkbox"/> Signed Unity Pledge <input type="checkbox"/> Resume or CV <input type="checkbox"/> Copy of highest level of completed education or college transcripts <input type="checkbox"/> Professional Certification(s) and/or Endorsements <input type="checkbox"/> Criminal History Record Release Form Date you can begin work: _____

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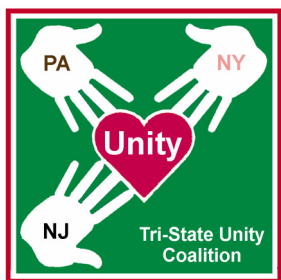


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	Inclusive Dates		Position Held	Supervisor and Company Name	Address and Phone Number	Reason for Leaving
	To	From				
NY						
May we contact your employers regarding your work performance? Yes <input type="checkbox"/> No <input type="checkbox"/> Are there any employers that you <i>do not</i> wish us to contact? If so, please indicate which ones: <hr/>						

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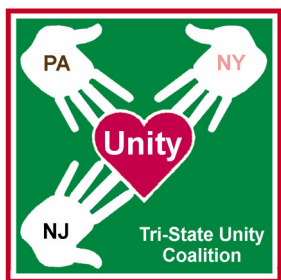


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	Name and Location of Schools Attended	Course of Study and Major/Minor	Diploma/Degree Held	Most Recent Year Graduated Only	
	Please list three references that we may contact (<i>not relatives</i>).				
	Full Name of Reference	Position/Title	Company Name and Address	Area Code & Phone Number	Relationship

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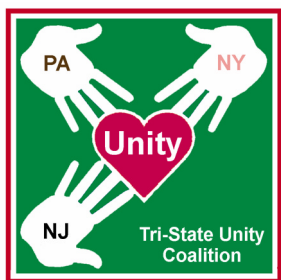


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	<p>Are you presently legally authorized to work in the United States on a full-time basis? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>RE RE</p>	<p>Employment with Tri-State Unity Coalition is contingent upon the satisfactory completion of a criminal record and/or child abuse/neglect record check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, as may be appropriate. Applicants and employees must report any arrests, charges, or convictions that occur subsequent to the time they initially completed this form.</p> <p>Please complete the Criminal History Record Release Form at the end of this application.</p> <p>Have you ever been arrested or convicted of a felony, misdemeanor, or ordinance violation for any offense (other than traffic violations)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If answer is yes, please explain:</p> <hr/>

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Applicant's Statement: *Please write a brief statement about the following (use a separate page if necessary):*

- a) Your vision or goals for the position for which you are applying
- b) Your unique qualifications for the position
- c) Your approach on resolving conflict between people

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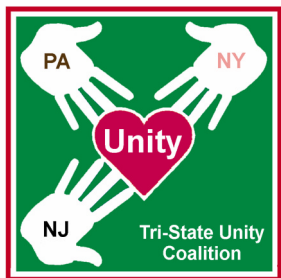
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I certify that all information provided in this application is true and complete, and I understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment. I authorize investigation of all statements contained within this application for employment or position as may be necessary in arriving at a decision, including, but not limited to, criminal conviction records, motor vehicle, driving records, Division of Family Services records and information from references, schools and employers listed in the application. I hereby release Tri-State Unity Coalition, its designees and all agencies, references, schools and employers from all liability from any damage that may result from providing information about my prior employment to the Tri-State Unity Coalition.

I recognize that any employment relationship with the Tri-State Unity Coalition may be terminated at any time with or without cause, within the limits established by laws. In the event of employment, I understand that I am required to abide by all rules and regulations of the Tri-State Unity Coalition.

Applicant Signature _____ **Date** _____

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Criminal History Record Release Form

Please Read and Sign Below.

I hereby give the Tri-State Unity Coalition written permission by and through this release form to obtain from any law enforcement or criminal justice agency all criminal history record information that relates to me.

I also release/authorize any other form(s) necessary to be completed in order to check my criminal history background.

It is understood that the information will be treated confidentially and used only to evaluate my application to work in the Tri-State Unity Coalition. As an applicant herein, I shall hold Tri-State Unity Coalition and all other agencies harmless from the use of said information and waive any right I may have to the secured information.

I understand that the original of this release approval will be maintained within Tri-State Unity Coalition's files.

Applicant Signature _____ **Date** _____

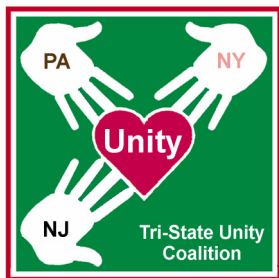
For Tri-State Unity Coalition Use Only

Date Received _____ Date CHRC Processed _____

Date Results received and verified _____

Other _____

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Unity Pledge

In an attempt to further the goals of harmony and justice in our community, I pledge:

- to examine my attitudes, words and actions to ensure they reflect my stated commitment to respect each individual;
- to speak out against both subtle and blatant words of hatred, intimidation or violence;
- to respond positively and promptly to acts of hatred, intimidation or violence perpetrated by individuals or groups against others;
- to do what I can to promote understanding and unity among all peoples.

I have read the above and so do hereby agree.

 Signature

 Date

 Printed Name

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