



MOUNTAIN LAKE ACADEMY STAFF EXCLUSION LIST

Thank you for your interest in Mountain Lake Academy. In accordance with New York State regulations additional information is required in order to process your application. This is a voluntary form that you do not have to complete at this time, however, the information below must be provided to process the SEL. Please provide to the Human Resources office immediately upon completion.

Name: _____

Date of Birth: _____

Social Security Number: _____

Information about the Staff Exclusion List (SEL)

The Justice Center maintains a Vulnerable Persons' Central Register (VPCR) that includes a Staff Exclusion List (SEL) containing the names of individuals who have committed serious acts of abuse and neglect and are deemed ineligible to work in a position involving regular and substantial contact with a service recipient. Providers must request the Justice Center to conduct a check of the SEL before determining whether to hire or otherwise allow "any person" to have regular and substantial contact with a service recipient. "Any person" can include an employee, administrator, consultant, intern, volunteer, or contracto



MOUNTAIN LAKE ACADEMY EMPLOYMENT APPLICATION

Date: _____ Phone #: _____ E-mail Address: _____

PERSONAL DATA

Name: _____
(LAST) (FIRST) (MIDDLE)

Address: _____
(STREET) (CITY) (STATE) (ZIP)

Position Applying For: _____ Salary Desired: \$ _____

How did you hear about the position? Friend Newspaper Ad Mountain Lake Employee Other _____

Date Available: _____ Do you have a valid Driver's License? Yes _____ No _____ State Issued _____

Do you have any moving violations, points on you driver's license, a DWI, and/or DWAI? Yes _____ No _____

If yes, please explain: _____

EDUCATION DATA

Name & Address of School or Institution	Graduated Yes or No	Degrees Received	Subject of Specialization
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HIGH SCHOOL

COLLEGE

GRADUATE SCHOOL

TRADE, BUSINESS, NIGHT, OR CORRESPONDENCE

LIST ALL LICENSES, CERTIFICATES AND CREDENTIALS

Cert. #	Subject	State Issued	Date Issued	Date Expires
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EMPLOYMENT DATA (Begin with most recent employer and work backward)

Company Name: _____ Phone #: _____ From: _____ To: _____

Address: _____ Title: _____

Description of Duties: _____

Supervisor: _____ Reason for Leaving: _____

May we contact: (Please circle) YES NO If NO, Why not: _____

Company Name: _____ Phone #: _____ From: _____ To: _____

Address: _____ Title: _____

Description of Duties: _____

Supervisor: _____ Reason for Leaving: _____

May we contact: (Please circle) YES NO If NO, Why not: _____

REFERENCES (Three references will be required upon employment)

Give the names of **three** persons to whom you are not related, who can attest to your personal qualifications:

Name: _____ Phone #: _____ E-Mail Address: _____

Address: _____ Relationship: _____ Yrs Known: _____

Name: _____ Phone #: _____ E-Mail Address: _____

Address: _____ Relationship: _____ Yrs Known: _____

Name: _____ Phone #: _____ E-Mail Address: _____

Address: _____ Relationship: _____ Yrs Known: _____

Have you ever been convicted of any misdemeanor or felony under the laws of any state or jurisdiction? Please list all convictions, no matter when they occurred. (This information will not necessarily exclude employment offer) **(Please circle) Yes or No** If "yes", please explain (use additional sheet if necessary):

TITLE IX AND SECTION 504 NOTICE

Mountain Lake Academy does not discriminate on the basis of race, color, national origin, sex, age, handicap, or as otherwise decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Accordingly, nothing in this application should be viewed as expressing directly or indirectly any limitations, specifications, or discrimination in connection with those listed areas.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

It is the policy of Mountain Lake Academy to treat all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status in all employment decisions, including but not limited to recruitment, hiring, compensation, training, and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination, and all other terms and conditions of employment. Mountain Lake Academy fully complies with all Federal and State Laws regarding non-discrimination.

AFFIDAVIT

Under the penalties of perjury, I declare and affirm that the statements made, including accompanying statements and transcripts, are true and complete. I understand that in the event that any statement made in this application is found to be untrue, I will be subject to termination of my employment with the company.

PRE-EMPLOYMENT INQUIRY RELEASE:

In connection with my application for employment (including a contract for services if applicable) with you, I understand that investigative background inquiries will be conducted. These inquiries may include criminal convictions, motor vehicle records, and other information relevant to my employment with Mountain Lake Academy. The reports may cover my character, education, work habits, performance, and experience, as well as information from previous employers.

Additionally, I understand that you will request information from various federal, state, and local agencies that maintain records about my driving record, criminal record, civil court appearances, and any actions involving insurance carriers where I have been a plaintiff or defendant.

I authorize Mountain Lake Academy to investigate my employment history and all statements in this application, including records from former employers and other references or sources concerning me. I give permission to all references and sources to provide this information to Mountain Lake Academy and release them from liability for doing so. I waive my right to any written notice of the release of such records that may be required by state or federal law.

I understand that due to the nature of the jobs at Mountain Lake Academy, an investigative consumer report may be created based on interviews with various third parties. These inquiries may include information about my criminal record, credit history, driving record, character, general reputation, personal characteristics, and lifestyle, as applicable. I understand I have the right to make a written request to Mountain Lake Academy, within a reasonable period of time, for additional information about the nature and scope of any investigation conducted.

I AUTHORIZE WITHOUT RESERVATION; ANY PARTY OR AGENCY CONTACTED BY MOUNTAIN LAKE ACADEMY AND/OR THEIR AUTHORIZED INVESTIGATIVE AGENCY TO FURNISH THE ABOVE INFORMATION.

Name: _____
Last First Middle

Applicant's Signature

Date



MOUNTAIN LAKE ACADEMY

DRIVER ABSTRACT FORM

AUTHORIZATION TO OBTAIN DRIVER ABSTRACT/RECORD

In the majority of positions at Mountain Lake Academy, you will be required to drive an agency vehicle with and/or without an accompanying Mountain Lake Academy resident. Therefore, we require a valid NYS Driver License as part of your job requirements. Eastern Suffolk BOCES is our authorized agent for obtaining driver abstracts of potential employment candidates prior to employment and/or on current employees.

Please read and sign this document below giving Mountain Lake Academy and its agent, Eastern Suffolk BOCES permission to obtain your driver's abstracts, as necessary, during the course of your employment with Mountain Lake Academy.

Since having a valid NYS Driver License is a required condition of employment at Mountain Lake Academy that any applicant who does not authorize Mountain Lake Academy and/or its agent Eastern Suffolk BOCES to obtain your driver abstract will not be considered for a position with us.

APPLICANT AUTHORIZATION FORM NEW YORK STATE DRIVING RECORD

I, _____, HERBY AUTHORIZE Eastern Suffolk BOCES to obtain my New York State Driver's abstract from the New York State Department of Motor Vehicles and provide the abstract results to Mountain Lake Academy. This information falls under the New York Driver's Privacy Protection Act 18 U.S.C.2721. I also know that I must report any moving violations I may receive while employed at Mountain Lake Academy.

NYS Driver License # _____

DOB: _____

Print Name

Applicant's Signature

Date