



Have you ever been convicted of a crime? \_\_\_\_\_ If yes, list **all convictions and pending criminal charges and outstanding warrants**. Also list the nature and date of conviction(s), your age at time of offense, and your rehabilitation since the conviction:

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(A conviction record will not necessarily be a bar to volunteer work.)

Additional Information: (Please include professional references)

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**PLEASE READ AND SIGN BELOW**

I give Gateway Community Industries, Inc. (GCI) permission to contact all references and authorize them to provide all information requested of them by GCI. I understand that any volunteer placement is contingent upon receipt of satisfactory references (if necessary).

I understand that I may be required to be fingerprinted in order to have a background check processed and facilitated through fingerprinting and mandated by NYS law Chapter 575 at no personal expense. I understand I must receive satisfactory results prior to volunteer placement.

I agree to comply with the policies, rules, regulations of GCI and understand that I have provided a truthful and complete response to all inquires in the application and understand that the discovery of any falsification or omission constitutes grounds for immediate termination of volunteer work.

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Signature (required)

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Date

***Gateway Community Industries is an Equal Opportunity Employer***



**GATEWAY COMMUNITY INDUSTRIES, INC.**

**NOTICE TO APPLICANTS FOR DIRECT CARE POSITIONS**

Pursuant to §§ 16.33 and 31.35 of the Mental Hygiene Law and Executive Law § 845-b, amended by Chapter 575 of the Laws of 2004, Gateway Community Industries, Inc. is required to conduct a criminal background check of all applicants for employment in non-licensed positions providing regular and substantial unsupervised or unrestricted physical contact with people receiving services. Pursuant to these regulations we are required to notify you of the following:

- 1) We will submit your fingerprints to the Office of Mental Retardation and Developmental Disabilities or the Office of Mental Health, the office that will forward such information to the Division of Criminal Justice Services. The Division of Criminal Justice Services will then conduct a full search of the records to ascertain if you have any record of a criminal conviction.
- 2) The Office of Mental Retardation and Developmental Disabilities or Office of Mental Health will provide its findings to us. If the background check reveals that you have been convicted of certain enumerated crimes, your application for employment will be rejected. If you have been offered provisional employment, such employment will be terminated.
- 3) Pursuant to the regulations, you have the right to:
  - obtain a copy of the results of the criminal background check, review the information contained and explain same;
  - withdraw your application for employment without prejudice at any time before we make a decision on your application. In such event we will destroy your fingerprint card and any information we may have obtained in connection with the criminal background check.
- 4) The fingerprinting and criminal background checks are conducted at no cost to you.
- 5) Any information we receive about you as a result of a criminal background check will be used only for determining your suitability for employment in a position involving regular and substantial unsupervised or unrestricted physical contact with people receiving services. Such information will be treated as confidential and will not be disclosed to any one else except as permitted by law.
- 6) If your employment application is denied because of information obtained during the course of a criminal background check, upon request, we will provide you with a written statement of our decision and the basis thereof.

I HAVE RECEIVED A COPY OF THIS NOTICE OF CRIMINAL BACKGROUND CHECK ON THE DATE SET FORTH BELOW.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Name of Volunteer (Please Print)

\_\_\_\_\_  
Date