

Summarize work skills, qualifications and special training acquired from other experiences (please omit any references to groups which indicate race, color, religion, creed, sex, sexual orientation, national origin, ancestry, ethnicity, age, disability, citizenship, marital status, military or veteran status or any other characteristic protected by law).

PLEASE READ AND SIGN BELOW

I give Gateway Community Industries, Inc. (GCI) permission to contact all or any of my previous employers and references and authorize them to provide all information requested of them by GCI. I understand that any opportunity for an internship or volunteer position may be conditioned upon receipt of satisfactory references, job-related medical examination and drug test, driving record, formal education, criminal history (including convictions and pending criminal charges and outstanding warrants in accordance with NYS Law Chapter 575 Part 550) and other background checks. In consideration of an internship or volunteer position, I agree to comply with the policies, rules, regulations, and procedures of GCI and understand that this internship or volunteer position can be terminated at any time, at the option of either GCI or myself. No statement whether written or oral by any agency representative other than a written statement signed by the CEO may vary the foregoing.

I understand that I may be required to be fingerprinted in order to have a background check processed at no personal expense and authorize the processing agency to disclose the findings to GCI. I understand I must receive a satisfactory result as a condition of an internship or volunteer position.

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 a ground for immediate dismissal. If chosen for this internship or volunteer position, I will become familiar with GCI rules and regulations (policies & procedures), which I understand are subject to change by the GCI.

I understand I may need to use my personal vehicle for company business. I fully understand my personal auto insurance will be the primary carrier. In addition, I agree to have my driving record checked prior to employment and periodically thereafter. I understand that I must maintain a safe driving record free of excessive violations and accidents.

Signature (required)

Date

Incomplete applications will delay processing

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 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 Intern/Volunteer

Name of Intern/Volunteer (Please Print)

Date