

All applicants must complete:

- **Employment Application**
- **Sworn Conviction Statement**
- **Reference Authorization**

**Please write legibly and complete all information.
We cannot process applications that are incomplete or illegible.**

Background Checks:

Background checks are performed on all qualified candidates for employment with Elmcrest Children's Center, Inc. Background checks include verifying previous employment and reviewing written/oral references.

If you are offered a position, you will be required to complete the following:

Criminal History Check:

Elmcrest Children's Center uses a variety of means to verify your Sworn Conviction Statement, including the NY State criminal records database, fingerprinting, local law enforcement & court records, and background-check organizations. You will be denied employment if there are inconsistencies between your Sworn Conviction Statement and your actual criminal history. If you divulge a criminal history on your Sworn Conviction Statement (which will be verified by the above methods), your candidacy for employment will be processed in accordance with the New York State Office of Children and Family Services guidelines and applicable state/federal laws.

Drug Test:

Elmcrest Children's Center, Inc. performs post-offer drug testing. As a condition of employment you must undergo testing for the presence of illegal drugs. If you have a confirmed positive test result you will be denied employment.

State Central Register Clearance Form:

The New York State Office of Children and Family Services requires this form. If you are not found to be the subject of an indicated case of child abuse or maltreatment, the Agency will receive a "clearance letter" form the Central Register. Receipt of a clearance letter is a condition of employment. If the Agency does not receive your clearance letter within 90 days of your date of hire, your employment will be terminated.

TB Test:

Our Medical Department will perform a tuberculosis test.

Physical Examination:

Our doctor can provide this service free of charge. You may also use your own doctor, or provide documentation if you have had a physical within the past six months.

Please do not call the Center regarding your candidacy for employment.

You will be contacted if your candidacy meets the Center's needs.

Thank you for your interest in a career with Elmcrest Children's Center, Inc.