



Application for Employment

Job # _____

Position _____

EPIC Advisors, Inc. does not discriminate on the basis of race, color, religion, creed, national origin, gender, age, disability, marital or veterans' status, or any other legally protected class as covered under state or local law. **This application must be fully completed, including job number, position and signature in order to be considered for employment.**

(Please Print)

Today's Date: _____

Last Name: _____

First Name: _____

M. I.: _____

Social Security #: _____

Ph # (home): _____

Ph # (alt): _____

Present Address: _____
(Street) City State Zip County Length of Time

Previous Address: _____
(Street) City State Zip County Length of Time

Salary Required: _____ Date Available for Work: _____

Check all work schedules acceptable to you: Full Time _____ Part Time _____

Specify days & hours: _____

Describe any limitations you have to work hours or locations: _____

Do you currently have any misdemeanor or felony criminal matters pending against you in any jurisdiction in the United States? ___ Yes ___ No

Have you ever been convicted of (or entered a plea of guilty to) a misdemeanor or felony in any Jurisdiction in the United States? ___ Yes ___ No

If you have checked yes that you have a conviction for, or guilty plea to a misdemeanor or felony, provide the date you were convicted or pled guilty, the charge and jurisdiction. _____

Are you legally eligible to work in the USA? (verification will be required if you are extended a job offer) ___ Yes ___ No

Are you of legal age to work? (at least 16 years old) ___ Yes ___ No

Have you ever been employed by EPIC Advisors before: ___ Yes ___ No Date: _____ Position: _____

Type of Education	Name of School	Major Field(s) of Study	# Yrs Completed	Degree or Diploma
High School				
College(s)				
Other Schools				
Other special training skills:				

License, Vocational or Trade Training:

Starting with your present or most recent employer, including military service assignments, **please give complete information as indicated. Please account for all periods of unemployment in this section.**

Date, Month and Year	Name, Address and Phone # of Employer	Immediate Supervisor	Salary	Position	Reason for Leaving
From To					
From To					
From To					
From To					

Business References:

Applicant’s Statement:

I certify that the answers given herein are true and complete. I understand that false or misleading information stated in this Employment Application or any employment interview(s), may lead to discharge in the event I am employed by EPIC Advisors, Inc. or one of its affiliates.

I understand that if employed I will be required to abide by all policies, rules and regulations of EPIC Advisors, Inc. in order to maintain employment, and that the rules, regulations and work hours are subject to change.

I also understand and acknowledge that unless otherwise defined by applicable law, any employment relationships with EPIC Advisors, Inc. are of an “at will” nature, which means that I may resign at any time and I may be discharged at any time, with or without cause.

Note: This application should be accompanied with three (3) enclosures:

- 1) **Disclosure authorization to obtain consumer report**
- 2) **Voluntary self-identification**
- 3) **Release**

Please complete each form and submit to Human Resources with your application. If you do not wish to self identify, your name and the date will suffice.

Signature of Applicant

Date

An Equal Opportunity Employer M/F/V/D

Employment Application Self-Identification Form

The following information is being requested for Government reporting purposes only. The information that you supply will not be used in our selection decision. Your submission of this information is optional. Failure to provide the information will not be used against you.

DATE _____

NAME _____

Gender: Female Male

Race: White Black or African American Hispanic or Latino Asian
 American Indian Native Hawaiian or Two or More Races
Or Alaska Native Other Pacific Islander (Not Hispanic or Latino)

If you are a Protected Veteran, please check the box that applies to you and write in your discharge date.

Disabled Veteran Other Protected Veteran Armed Forces Service Medal Veteran
 Recently Separated Veteran Date of Discharge _____

Definitions:

Disabled Veteran – a veteran of the US military, ground, navel or air service who is entitled to compensation under laws administered by the Secretary of Veteran Affairs, or a person who was discharged or released from active duty because of a service related disability.

Other Protected Veteran - a veteran who served on active duty in the US military, ground, navel or air service during a war or in a campaign badge has been authorized, under the laws administered by the Department of Defense.

Recently Separated Veteran – any Veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, navel or air service.

Armed Forces Service Medal – any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

Disclosure Authorization to Obtain Consumer Report

In connection with my application for employment with EPIC Advisors, Inc. or its affiliate(s), I authorize the Company to obtain a Consumer Report for employment purposes. I understand that the Consumer Report may contain information about my background, character, general reputation, mode of living, creditworthiness and past job performance. I also understand that information contained in the Consumer Report may be obtained through personal interviews of my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning these matters. I understand that in the event the Company takes an adverse employment action based in whole or in part on the information contained in the Consumer Report, I have a right to request an additional disclosure concerning the nature and scope of the investigation conducted and reflected in the Consumer Report. I understand that my request must be in writing. I understand that in the event the Company takes adverse employment action against me based in whole or in part on the Consumer Report, the Company will provide me with a copy of the Consumer Report and a written summary of my rights under the Federal Fair Credit Reporting Act ("FCRA"). I understand that in the event the Company takes any adverse employment action against me based in whole or in part on the Consumer Report, pursuant to FCRA, I have a right to dispute the accuracy of information in the Consumer Report by contacting the consumer reporting agency used at the time. I understand that upon my request I will be informed whether or not a Consumer Report was requested, and if such report was requested, I will be provided with the name and address of the Consumer Reporting Agency that furnished the report. I understand that I may have additional rights under state law, which I may determine by contacting my state or local Consumer Protection Agency.

Name

Social Security No.

Signature

Date

Release

I hereby release the EPIC Advisors, Inc. or its affiliate(s), The Consumer Reporting Agency, their officers, agents, employees, and servants from any liability arising from the preparation of the Consumer Report or investigations relating thereto.

I authorize all persons, schools, companies, corporations, credit bureaus, courts and law enforcement agencies to release the following information without restriction or qualification to the Consumer Reporting Agency. I authorize the National Personnel Records Center or any other custodian of my military personnel and related records to release the following information without restriction or qualification to the Consumer Reporting Agency. (This may include a photocopy of my DD214, Report of Separation). The information that I authorize to be released is that which bears on my creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, past performance or mode of living, including but not limited to matters of opinion relating thereto. I voluntarily waive all recourse and release the Company, the Consumer Reporting Agency, and all persons herein described from liability for complying with this Authorization. I am willing that a photocopy of this Authorization be considered as effective and valid as the original.

I understand that any offer of employment will be contingent upon the results of a number of factors, including, but not limited to, information developed in obtaining a Consumer Report, should one be conducted.

Name

Social Security No.

Signature

PLEASE RETAIN THIS PORTION FOR YOUR RECORDS. THIS DOCUMENT IS REQUIRED BY NEW YORK STATE LAW WHEN AN INVESTIGATIVE CONSUMER REPORT IS REQUESTED.

NEW YORK CORRECTION LAW
ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an

unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

February, 2009