



Job Training Program

The Binghampton Development Corporation (BDC) is working to improve this community with a variety of homeowner, business and community building investments. In addition, we seek to provide training for Binghampton residents who seek a solid foundation for a productive, disciplined life and construction-related employment. In order to prepare residents for the competitive job market, the BDC will provide a structured experience with high performance expectations.

Applicants should realize that this training will only be as successful as the effort invested. The BDC has the following expectations based on the successful experience of other programs and job experiences. Applicants need to be aware of the expectations as follows:

- This program is designed to be a job training program with specific construction training in the areas of light carpentry, sheetrock work, interior and exterior painting, and landscaping. The training tasks will be developed to further the BDC's efforts to improve Binghampton's housing.
- The BDC training program should not be considered a place of permanent employment. This program is designed to prepare the applicant for positions in the marketplace with a wide variety of experiences over a 6 to 12 month period. The BDC does not guarantee employment for any period of time. While a training position may be terminated earlier by either the trainee or the BDC, but all training positions will terminate at 12 months.
- For successful trainees, the BDC will seek to make job referrals, provide intern opportunities, and assist as possible in the employment search.
- Applicants are expected to promptly report for work each workday at 7:30 AM, in a clean, BDC provided t-shirt and work until 3:30 PM each day. Trainees will be regularly evaluated on skills, teamwork and effort, which will be the basis for continuing employment. Applicants will be required to attend both Bible and life skill training (financial, resume, and interviewing), with some required attendance after work hours without pay. The Job Training Coordinator will have the final say in the termination of trainees for cause at any time.
- Trainees will be subject to pre-employment, reasonable suspicion, accident-related and random drug and alcohol tests. Failure on either will result in disqualification from the program or immediate termination.
- Applicants must pass substance abuse testing, undergo a background check, and successfully compete with other applicants for available positions prior to hiring.

Previous Employment

Company: _____ Phone: ()
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: ()
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

How did you hear about the BDC Job Training Program?

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination of my employment.

Signature: _____ Date: _____



PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by the Binghamton Development Corporation (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Company, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and the Binghamton Development Corporation may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of my employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of thirty (30) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____ **Date:** _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.