

Request for Appointment Form

NAME: _____ **SS#** _____
LAST FIRST

ADDRESS: _____
STREET & APT CITY STATE ZIP CODE

HOME PHONE: (____) _____ **ALTERNATE PHONE:** (____) _____

Type Of Position Last Employed At _____
BE SPECIFIC

Type Of Position Interested In _____
BE SPECIFIC

Shift Available (CIRCLE ONE) DAYS EVENINGS NIGHTS ANY

I Am Interested In (CIRCLE ONE) FULL TIME PART TIME EITHER FULL TIME OR PART TIME

I Am Interested In (CIRCLE AS MANY AS APPLY) PERMANENT TEMPORARY PER DIEM

When Are You Available To Visit Our Office? (CIRCLE AS MANY AS POSSIBLE)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY ANYDAY

MORNING AFTERNOON EVENING

Were You Referred To Our Office? YES NO **If Yes, By Whom?** _____

Are You Presently Working? YES NO **If Yes, Where?** _____

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS:

This Form Must Be Completed In Its Entirety With A RESUME Attached

The Employment Center Does Not Accept Forms In Person

You Must Mail In The completed Form To:

**1199 Health & Human Service Employment Center
P.O. Box 999
New York, NY 10108**

WE WILL SEEK CANDIDATES ONLY FOR JOBS WHERE THERE ARE VACANCIES AND WHERE WE DON'T HAVE LAID OFF WORKERS

There are NO full-time dietary, housekeeping, transporter or entry-level service positions available. However, there are part-time & temporary positions available in these titles. You MUST be willing to work flexible days/hours/weekend.

There are NO full-time Nursing Attendant positions. There are part-time and temporary vacancies for individuals with recent & continuous hospital or nursing home experience. Candidates must have HS Diploma/GED and be willing to work flexible day/hours/weekends. NY State Certification is required to work in a Nursing Home, which is where most of the vacancies occur.

There are vacancies for clerical workers who can type a minimum of 25 wpm accurately and are computer literate. HS Diploma/GED required.

Periodically, we receive positions for skilled maintenance mechanics: e.g. HVAC, Stationary Engineers, Carpenters, Electricians and Plumbers. All positions require minimum 3 + years recent INSTITUTIONAL experience and appropriate licensure.

BUSCAMOS CANDIDATOS SOLAMENTE DONDE HAIGAN POSICIONES DISPONIBLE Y NO HAIGAN MIEMBROS FUERA DE EMPLEO DENTRO DE LOS HOPITALES.

No tenemos posiciones de tiempo completo (full-time) en los departamentos de limpieza, nutrición, y transportacion.

Solamente tenemos posiciones de medio tiempo (part-time) y temporario con horas variadas en estos titulos. Usted tiene que estar disponible para trabajar horas flexibles, y los fines de semanas.

No tenemos posiciones de tiempo completo (full-time) para asistenes de enfermeria. Solamente tenemos posiciones de medio tiempo (part-time) y temporario para las personas que tienen experiencia reciente o tienen experiencia continúa en las instituciones de ancianos. Los candidatos deben tener el diploma de escuela secundaria o el equivalente (GED) y deben ser flexible con los dias y horarios de trabajo. La certificación del estado de Nueva York es necesaria para trabajar en una institución de anciano, donde la mayoría de estas posiciones existen.

Hay posiciones disponibles para trabajadores de oficina que sepan mecanografia de 25 palabras o más por minuto y que sepan usar las computadoras. Se requiere el diploma de escuela secundaria o el equivalente (GED).

Ocasionalmente recibimos posiciones de mantenimiento, mecanicos de HVAC, carpinteros, electricistas y plomeros. Todas estas posiciones requieren el minimo de 3+ aflos de experiencia reciente dentro de los hopitales y licensatura apropiada.

