



## APPLICATION FOR EMPLOYMENT

*We consider applicants for all positions without regard to race, color, religious creed, handicap, ancestry, national origin, primary language, inability to communicate verbally, age or sex.*

Date of application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Telephone Number(s) Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
If yes, Please give date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Referral Source:  Friend/Family \_\_\_\_\_ (Name of Referral)  
 Newspaper  Internet \_\_\_\_\_ (Site Name)

Have you ever been employed with us before?  Yes  No  
If yes, Please give date: \_\_\_\_\_ Title: \_\_\_\_\_

Are you currently employed?  Yes  No  
May we contact your present employer if needed?  Yes  No

Are you prevented from lawfully becoming employed in the country because of Visa or immigration status?  Yes  No (A proof of citizenship or immigration status will be required upon employment)

If hired, what date would you be available for work? \_\_\_\_\_

Are you able to work:  Full Time  Part Time  Shift Work / Per Diem

Have you ever been convicted of a felony or misdemeanor?  Yes  No  
A conviction will not disqualify an applicant from employment. If yes, please explain:  
\_\_\_\_\_

Have you been found guilty of abuse, neglect or mistreatment of residents by a Court of Law  Yes  No

Have you been a resident of Pennsylvania for two (2) years?  Yes  No  
(If you have not been a resident of Pennsylvania for more than two years you will be required to complete an FBI fingerprint clearance)

## EDUCATION

	Name, Address, City and State of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Graduate/Professional				
Other (Specify)				

Indicate any foreign language you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills & extra-curricular activities


Describe any job-related training received in the United States Military


## EMPLOYMENT EXPERIENCE

START WITH YOUR PRESENT OR LAST JOB. INCLUDE ANY JOB-RELATED MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, COLOR, RELIGIOUS CREED, HANDICAP, ANCESTRY, NATIONAL ORIGIN, PRIMARY LANGUAGE, INABILITY TO COMMUNICATE VERBALLY, AGE OR SEX.

Please list complete employer information.

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

List professional trade, business or civic activities and offices held. You may exclude membership which would reveal race, color, religious creed, handicap, ancestry, national origin, primary language, inability to communicate verbally, age or sex.

\_\_\_\_\_

\_\_\_\_\_





### APPLICANT'S STATEMENT

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period, may reapply.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized Administrator of this organization.

In the event of employment, I understand that false or misleading information given on my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I certify I have had no history of or conviction for a violent crime and I have never been dismissed from employment due to abuse of clients or residents.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date