

Application for Employment

Position(s) applied for _____ Date of application ____ / ____ / ____
 Name _____ Social Security # _____
 Address _____ Telephone # (____) _____
 City _____ State _____ Zip Code _____ E-Mail Address _____

How did you hear about us? _____ Referred by: _____
 Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op
 Date available for work _____ What is your desired salary range? \$ _____
 If you are under 18, and it is required, can you furnish a work permit? - - - - -
 If no, please explain _____
 Have you ever been employed here before? If yes, give dates and positions _____
 Are you legally eligible for employment in this country? - - - - -
 Are you able to meet the attendance requirements of the position? - - - - -
 Are you currently employed elsewhere? - - - - -
 If yes, please provide dates and details _____
 Do you speak, read or write any foreign language(s)? - - - - -
 If yes, please specify _____
 Have you ever been convicted or pleaded "Guilty" or "No Contest" to a misdemeanor or felony Crime? - -
 (Such conviction may be relevant if job-related, but does not bar you from employment)
 If yes, please provide dates and details _____
 Have you been convicted or pleaded "Guilty" or "No Contest" to a moving violation in the last 3 years?
 (Such conviction may be relevant if job-related, but does not bar you from employment)
 If yes, please provide dates and details _____
 REQUIRED Driver's license number (If checked) _____ State _____

Employment History (PLEASE DO NOT WRITE "SEE RESUME")

List your last three (3) employers, starting with the most recent (including military experience)

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE Yes No LATER		HOURLY RATE OR SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE Yes No LATER		HOURLY RATE OR SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
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REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE Yes No LATER		HOURLY RATE OR SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

EDUCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE ?	COURSE OF STUDY	
HIGH SCHOOL				
COLLEGE			MAJOR	DEGREE
OTHER				

PROFESSIONAL REFERENCES	DAY TIME PHONE NUMBER	NUMBER OF YEARS KNOWN	RELATIONSHIP
1	()		
2	()		
3	()		

Applicant Statement

DRUG TESTING: Under the prospective Employer's drug testing policy, all prospective employees who would work in the Employer's high-risk and/or health, safety or finance sensitive-positions as well as all transportation/driving related positions will be asked to submit to drug testing. No applicant will be asked to submit to testing unless an offer of employment is contemplated. However, an offer of employment will be based on a review of the test results as well as a review of the applicant's entire work/educational history and evaluation of their ability to perform the required job duties. If an applicant is hired before testing is complete and it is subsequently determined that he/she tested positive, his/her ability to perform job related duties will be reevaluated, based on the information provided and he/she may be terminated.

CRIMINAL RECORD CHECK: Under the prospective Employer's office security / client safety policy, all prospective employees who would work in high-risk and/or health, safety or finance-sensitive positions as well as all transportation/driving related positions will be screened by the Pennsylvania/New Jersey State Police and other law enforcement agencies for a record of misdemeanor or felony conviction. No applicant will undergo such screening unless an offer of employment is contemplated. However, an offer of employment will be based on a review of the information provided as well as a review of the applicant's entire work/educational history and evaluation of their ability to perform the required job duties.

I authorize prospective Employer to contact any organization or individual that I have listed on my employment application or resume or mentioned in job interviews and obtain from them any relevant information about my job qualifications, including my experience, skills and abilities. I understand that I am consenting to the release of any reference-related information about me held or known by my former employers, supervisors and co-workers. In addition, I consent to the release of any information about my education, experience, abilities or work-related characteristics or traits held or known by other organizations or individuals, including schools, educational institutions, professional or business associates and friends and acquaintances that prospective Employer might contact in the course of conducting a reference check or background investigation of my suitability for employment.

In exchange for prospective employer's consideration of my employment application, I agree not to file or pursue any complaints, claims or legal actions of any kind against any organization or individual that provides a reference or any other work-related information about me to prospective Employer or its agents in accordance with the terms and intent of this release. I also agree not to file or pursue any complaints, claims or legal actions against prospective Employer or any of its employees, representatives or agents arising out of their efforts to obtain such reference or other work related information about me.

I certify that the answers given herein are true and complete to the best of my knowledge. I understand and agree that any falsification, omission, misrepresentation or misstatement by me in this application will be sufficient cause for cancellation of this application and/or separation from the prospective Employer's service, if I have been hired. Furthermore, I understand and agree that nothing in this application is intended to imply or create an employment relationship or contract for employment. I further understand that if I am hired, my employment is at-will and that the Employer or I may terminate employment at any time, with or without notice, for any reason. I also understand that while personnel policies, programs and procedures may change from time to time, such at-will status is not subject to change and no representative of the prospective Employer has the authority to make any assurances to the contrary.

This application for employment shall be considered active for a period of 45 days. Any applicant wishing to be considered for employment beyond that time period should inquire as to whether or not applications are being accepted at that time.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT !

I certify that I have read and fully understand and accept all terms of the foregoing applicant statement

Signature of Applicant _____ Date ____ / ____ / ____

THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER

This Company does not discriminate on the basis of age, sex, race or color, national origin, religion or disability.