

191 Greenbriar Rd. *Office* 717-528-8939

York Springs, PA 17372 *Fax* 717-528-7986

PA016919

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

POSITION(S) APPLIED FOR  DATE OF APPLICATION  HOW DID YOU LEARN ABOUT US ADVERTISEMENT FRIEND WALK-IN EMPLOYMENT AGENCY RELATIVE OTHER  LAST NAME FIRST NAME MIDDLE NAME  ADDRESS NUMBER STREET CITY STATE ZIP  TELEPHONE NUMBERS SOCIAL SECURITY NUMBER  DRIVERS LICENSE NUMBER  BEST TIME TO CONTACT YOU AT HOME IS:					
ADVERTISEMENT FRIEND WALK-IN EMPLOYMENT AGENCY RELATIVE OTHER  LAST NAME FIRST NAME MIDDLE NAME  ADDRESS NUMBER STREET CITY STATE ZIP  TELEPHONE NUMBERS SOCIAL SECURITY NUMBER  DRIVERS LICENSE NUMBER					
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BEST TIME TO CONTACT YOU AT HOME IS:					
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IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE REQUIRED PROOF OF YOUR ELIGIBILITY TO WORK? YES NO					
HAVE YOU EVER FILED AN APPLICATION WITH US?  IF YES GIVE DATE  NO					
HAVE YOU EVER BEEN EMPLOYED WITH US BEFORE?  IF YES GIVE DATE  NO  NO					
ARE YOU CURRENTLY EMPLOYED? YES NO					
MAY WE CONTACT YOUR PRESENT EMPLOYER? YESNO					
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?  PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT  YES NO					
ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK?					
ARE YOU AVAILABLE TO WORK:  FULL TIME PART TIME TEMPORARY ARE YOU CURRENTLY ON "LAY OFF" STATUS AND SUBJECT TO RECALL?  YES NO					
CAN YOU TRAVEL IF A JOB REQUIRES IT?  YES  NO					
HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS? YES NO					

IF YES, PLEASE EXPLAIN

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# **EDUCATION**

	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA DEGREE
ELEMENTARY SCHOOL				
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE PROFESSIONAL				
OTHER (SPECIFY)				

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS, AND
EXTRA-CURRICULAR ACTIVITIES.
LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD.
YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, COLOR, RELIGION,
GENDER, NATIONAL ORIGIN, DISABILITIES OR OTHER PROTECTED STATUS.

#### **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, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITIES OR OTHER PROTECTED STATUS.

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IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

# ADDITIONAL INFORMATION OTHER QUALIFICATIONS SUMMARIZE SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION NOTE TO APPLICANTS: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING ARE YOU CAPABLE OF PERFORMING IN A REASONABLE MANNER, WITH OR WITHOUT A REASONABLE ACCOMMODATION, THE ACTIVITIES INVOLVED IN THE JOB OR OCCUPATION FOR WHICH YOU HAVE APPLIED? A DESCRIPTION OF THE ACTIVITIES INVOLVED IN SUCH A JOB OR OCCUPATION IS ATTACHED YES NO **REFERENCES** (NAME) PHONE # (ADDRESS) (NAME) PHONE # (ADDRESS) (NAME) PHONE #

PHONE #

(ADDRESS)

(ADDRESS)

(NAME)

#### 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 45 DAYS. ANY APPLICANT WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD SHOULD INQUIRE AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THAT TIME.

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 THE 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 EXECUTIVE OF THIS ORGANIZATION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN 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

FOR PERSONNEL DEPARTMENT USE ONLY				
ARRANGE INTERVIEW	YES NO			
REMARKS				
	YES NO HOURLY RATE/SALARY	DATE OF EMPLOYMENT		
		<u>-</u>		
NOTES:	NAME AND TITLE	DATE		
POSITITON(S) APPLIED FOR IS OPEN: YES NO POSITION(S) CONSIDERED FOR:				
		DATE		