



APPLICATION FOR EMPLOYMENT

School Address: 226 Sugartown Road, Wayne PA 19087

PERSONAL INFORMATION

Date: _____

Name: _____

Street address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____

Phone: _____ Fax: _____

Position applied for: _____

Available: full-time part-time temporary summer

How did you hear about the company? _____

For the purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?

- Yes, I am a US citizen
- Yes, my alien registration number is _____ + _____
- Visa type: _____
- No

Under the Immigration Reform and Control Act of 1986, you will be required to fill out certification requiring that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

Have you worked for us before? Yes No

If yes, when and why did you leave? _____

List name and relationship of any relatives working for the company: _____

Have you ever been convicted of or charged with a felony or misdemeanor? Yes No

If yes, please explain in full detail, including dates, details of offences charged, jurisdiction and disposition:

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of crime, and rehabilitation will be considered.)

EDUCATION/SKILLS

	Name/Location	# Years Completed	Course of Study	Degree/Diploma
High School				
College/University				
College/University				

SPECIAL SKILLS: Describe any special skills, certifications for this work (i.e., professional licenses, fluency in languages other than English, etc.) _____

EMPLOYMENT/WORK EXPERIENCE

Describe your employment experience starting with the most recent. Include military assignments and volunteer activities. Can we contact your present supervisor? Yes No

Employer: _____
 Start date: _____ End date: _____ Title: _____
 Address: _____
 Duties: _____
 Starting salary: _____ Final salary: _____ Telephone: _____
 Reason for leaving: _____

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Have you ever been discharged from any employment or asked to resign? Yes No
 If yes, please explain: _____

Please explain any gaps in your work history: _____

REFERENCES

BUSINESS REFERENCES: Please provide company and contact names, positions, addresses, emails and phone numbers for three business references.

Company: _____

Contact name: _____

Position: _____

Address: _____

Phone: _____ Email: _____

Company: _____

Contact name: _____

Position: _____

Address: _____

Phone: _____ Email: _____

Company: _____

Contact name: _____

Position: _____

Address: _____

Phone: _____ Email: _____

It is the policy of this company to afford equal opportunity to all employees and applicants for employment without regard to race, color, age, sex, religion, national origin, marital status, veteran status, sexual orientation, or disability.

I certify that the information given by me in this application and the interview process is true and correct, and I understand that if something is found to be false in any way, such falsification may result in the invalidation of this application and, if employed, may be the cause for immediate dismissal without notice. I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the company from all liability that might result from making an investigation.

I understand that, if the company employs me, the first 90 days of my employment are on a probationary basis and that my employment with the company is not guaranteed and is subject to termination at any time during or after my probationary period at will. I further agree, if employed, to abide by all present and subsequently issued personnel policies and rules of the company.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me. Furthermore, I understand that the interview process and prospective employment may expose me to trade secret information and I agree to keep such proprietary information confidential and will not use such information in any future employment.

Signature of applicant: _____ Date: _____