

# Employment Application

<b>Employment Application</b>					Last Name, First Initial:
<b>Personal Information</b>					
Name (Last, First, MI)					
Street address					
City, State, Zip					
Home phone number		Work phone number			
Facsimile number		E-mail address			
Social security number		Driver's license number/state/expiration			
<i>(if job involves any driving)</i>					
<b>Employment Desired</b>					
Position applied for					
How did you hear about this position?					
Date available for work		Desired hours (full time, part time, etc.)			
<b>Education</b>					
	Name and Address of School	Course of Study	Total Years of Study	Degree/Diploma	Today's Date:
High School					
Undergraduate College					
Graduate/Professional					
Other (Specify)					
List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 7):					Today's Date:
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# Employment Application

## Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer?  YES  NO

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
	Reason(s) for leaving			
	What value did you add to this company or its customers?			
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2.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
	Reason(s) for leaving			
	What value did you add to this company or its customers?			
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[PLEASE CONTINUE ON NEXT PAGE]

# Employment Application

## Employment History

3.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
	Reason(s) for leaving			
	What value did you add to this company or its customers?			
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4.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
	Reason(s) for leaving			
	What value did you add to this company or its customers?			
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# Employment Application

## Employment History

5.

Employer	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip			2.
Phone number			3.
Fax number	Supervisor		4.
Job position(s)	E-mail address of supervisor		
Reason(s) for leaving			
What value did you add to this company or its customers?			
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6.

Employer	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip			2.
Phone number			3.
Fax number	Supervisor		4.
Job position(s)	E-mail address of supervisor		
Reason(s) for leaving			
What value did you add to this company or its customers?			
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# Employment Application

## Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

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List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Identify formal job training that relates to this position:

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Identify what skills or certification you possess related to this position:

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If you are hired, what value would you add to our company?:

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Describe what you believe are the most unique features of your work history:

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# Employment Application

## Additional Information

Have you ever been employed with this company before?  Yes  No  
If Yes, when? .....

Do you have any friends or relatives employed by this company?  Yes  No  
If Yes, please provide their names and relationship to you: .....

Are you currently employed?  Yes  No  
May we contact your employer?  Yes  No  
Are you currently on "lay off" status and subject to recall?  Yes  No

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

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?  Yes  No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?  Yes  No

If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for?  Yes  No  
If Yes, please explain: .....

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"  Yes  No  N/A

If hired, do you have a reliable means of transportation to and from work?  Yes  No

If hired, would you be able to travel or work overtime as needed?  Yes  No

Have you ever been convicted of a felony or misdemeanor?  Yes  No  
 If Yes, please explain: .....

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question. Please note that there are state laws that indicate felonies and misdemeanors that will prevent you from being hired by Shared Support, Inc. If you would like a list of these felonies and misdemeanors please contact the Executive Director in your state.

## Employment Application

### References

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

### Additional Space

Additional space provided to expand on any points or questions asked previously in this application

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**PLEASE USE ADDITIONAL PAPER IF NECESSARY**

## CRIMINAL HISTORY

Have you ever been dismissed from employment due to abuse of clients or residents?

- Yes    No

Are any of the following pending against you?  Yes (Please check all that apply)    No

Have you ever been convicted of any of the following:  Yes (Please check all that apply)    No

- |                                |  |                                |  |
|--------------------------------|--|--------------------------------|--|
| <input type="radio"/> CC2500   | Criminal Homicide                      | <input type="radio"/> CC3926   | Theft of Services                            |
| <input type="radio"/> CC2502A  | Murder I                               | <input type="radio"/> CC3927   | Theft by Failure to Deposit                  |
| <input type="radio"/> CC2502B  | Murder II                              | <input type="radio"/> CC3928   | Unauthorized Use of a Motor Vehicle          |
| <input type="radio"/> CC2502C  | Murder I                               | <input type="radio"/> CC3929   | Retail Theft                                 |
| <input type="radio"/> CC2504   | Voluntary Manslaughter                 | <input type="radio"/> CC3929.1 | Library Theft                                |
| <input type="radio"/> CC2504   | Involuntary Manslaughter               | <input type="radio"/> CC3930   | Theft of Trade Secrets                       |
| <input type="radio"/> CC2505   | Causing or Aiding Suicide              | <input type="radio"/> CC3931   | Theft of Unpublished Drama or Musicals       |
| <input type="radio"/> CC2506   | Drug Delivery Resulting in Death       | <input type="radio"/> CC3932   | Theft of Leased Properties                   |
| <input type="radio"/> CC2702   | Aggravated Assault                     | <input type="radio"/> CC3933   | Unlawful Use of a Computer                   |
| <input type="radio"/> CC2901   | Kidnapping                             | <input type="radio"/> CC4101   | Forgery                                      |
| <input type="radio"/> CC2902   | Unlawful Restraint                     | <input type="radio"/> CC4114   | Securing Execution of Documents by Deception |
| <input type="radio"/> CC3121   | Rape                                   | <input type="radio"/> CC4302   | Incest                                       |
| <input type="radio"/> CC3122.1 | Statutory Sexual Assault               | <input type="radio"/> CC4303   | Concealing Death of a Child                  |
| <input type="radio"/> CC3123   | Involuntary Deviate Sexual Intercourse | <input type="radio"/> CC4304   | Endangering Welfare of a Child               |
| <input type="radio"/> CC3124.1 | Sexual Assault                         | <input type="radio"/> CC4305   | Dealing in Infant Children                   |
| <input type="radio"/> CC3125   | Aggravated Indecent Assault            | <input type="radio"/> CC4952   | Intimidation of Witnesses or Victims         |
| <input type="radio"/> CC3126   | Indecent Assault                       | <input type="radio"/> CC4953   | Retaliation Against Witnesses or Victims     |
| <input type="radio"/> CC3127   | Indecent Exposure                      | <input type="radio"/> CC5902B  | Promoting Prostitution                       |
| <input type="radio"/> CC3301   | Arson and Related Offenses             | <input type="radio"/> CC5903C  | Obscene or Other Sexual Materials to Minors  |
| <input type="radio"/> CC3502   | Burglary                               | <input type="radio"/> CC5903D  | Obscene or Other Sexual Materials            |
| <input type="radio"/> CC3701   | Robbery                                | <input type="radio"/> CC6301   | Corruption of Minors                         |
| <input type="radio"/> CC3901   | Theft                                  | <input type="radio"/> CC6312   | Sexual Abuse of Children                     |
| <input type="radio"/> CC3921   | Theft by Unlawful Taking               | <input type="radio"/> CS13A12  | Acquisition of Controlled Substance by Fraud |
| <input type="radio"/> CC3922   | Theft by Deception                     | <input type="radio"/> CS13A14  | Delivery by Practitioner                     |
| <input type="radio"/> CC3923   | Theft by Extortion                     | <input type="radio"/> CS13A30  | Possession with Intent to Deliver            |
| <input type="radio"/> CC3924   | Theft by Property Lost                 | <input type="radio"/> CS13A36  | Illegal Sale of Non-Controlled Substance     |
| <input type="radio"/> CC3925   | Receiving Stolen Property              | <input type="radio"/> CS13A37  | Designer Drugs                               |

I swear/affirm the foregoing is true under penalty of perjury.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

# Employment Application

***Please read each statement closely and initial each acknowledging your understanding, once you are hired you will have an orientation which will include a policy and procedure review with the following;***

## **Equal Employment Opportunity Statement**

Shared Support, Inc. is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. All candidates for employment with Shared Support, Inc. are considered equally and no distinction is made on the basis of gender, race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor. Shared Support, Inc. will make reasonable accommodations as needed.

## **Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

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

\_\_\_\_\_  
Date



# sharedSUPPORT

DREAM | REACH | CONTRIBUTE

**I attest that I have lived in the state of Pennsylvania for the last 2 years.**

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**Signature**

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**Date**