

EASTERN AREA ADULT SERVICES

Keystone Commons, Portal 7, 607 Braddock Avenue, Turtle Creek, PA 15145

EMPLOYMENT APPLICATION

Pre-Employment Statement - Please read carefully before signing

I certify that all of the information provided in this document and any accompanying documents is accurate, correct, and complete. I understand that falsification or misrepresentation or omission of any facts in said documents will be cause for denial of employment or termination of employment regardless of timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that employment obtained with Eastern Area Adult Services is employment at will, for no specified duration and may be terminated either by Eastern Area Adult Services or myself at any time, for any reason or for no reason, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of Eastern Area Adult Services representatives used during the employment process is deemed a contract of employment, express or implied. If hired, I understand that there shall be a probationary employment period.

In consideration of employment with Eastern Area Adult Services, if employed, I agree to conform to the rules, regulations, policies, and procedures of Eastern Area Adult Services. I understand that should a position be offered to me with Eastern Area Adult Services, I may be required to submit a pre-employment medical examination, drug screening, and/or other background checks as a condition of employment. I understand that unsatisfactory results obtained from these pre-employment checks will result in withdrawal of any employment offer or termination of employment if already employed.

I authorize all schools, former employers, references, courts, and any others, including social media sites, who have information about me to provide such information to Eastern Area Adult Services and/or any of its representatives, agents, or vendors. I release all parties involved with providing information from any liability for any and all damage that may result from providing such information.

By signing below, I acknowledge that I understand and agree to the above statements.

Applicant Print Name _____

Applicant Signature _____ Date _____

Eastern Area Adult Services is an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, gender, age, marital status, veteran eligibility, disability, national origin, or any other legally protected status. No question on this application is asked for the purpose of disclosing any applicant's legally protected status. Applicants who require a reasonable accommodation in the application or hiring process may contact the Administrative Office for assistance.

GENERAL INFORMATION

Name: _____

Present Address: _____
House Number & Street City State Zip Code

Home Telephone (____) _____ Cellular Telephone (____) _____

Are you authorized to work in the United States? Yes ☐ No ☐

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

POSITION

Position applying for: _____ Date Available ____/____/____ Desired Salary _____
☐ Full Time ☐ Part Time

If part-time, days and hours available for work: _____

How were you referred? ☐ Friend ☐ Relative ☐ Advertisement ☐ Walk-In
☐ Employment Agency ☐ Employee Referral ☐ Other

If employment agency or current employee please give name _____

If offered employment how soon can you report? _____

Have you ever worked for Eastern Area Adult Services before? _____

Are you willing to travel? Yes ☐ No ☐

Are you willing to work evenings and/or weekends? Yes ☐ No ☐

BACKGROUND

Have you ever been convicted of or pled guilty or "No Contest" (Nolo Contendere) to a felony, criminal offense or misdemeanor involving fraud, false statements or omissions, wrongful taking of property or bribery, forgery, counterfeiting or extortion? Yes ☐ No ☐

Any other felony? Yes ☐ No ☐

A conviction, guilty plea or plea of no contest will not necessarily disqualify the applicant from employment.

EDUCATION

Name	Address & Telephone	Course/Degree GPA	Did you graduate?
High School			
Business or Vocational School			
College			

PLEASE LIST ALL EMPLOYMENT STARTING WITH PRESENT OR MOST RECENT EMPLOYER. ALSO INCLUDE RELEVANT VOLUNTARY AND/OR PART-TIME WORK EXPERIENCE. USE ADDITIONAL SHEET(S) IF NECESSARY.

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WORK HISTORY

Present Company

Address

StreetCityStateZip Code

Employed fromtoYour SupervisorPhone #

Job TitleSalary: StartFinish

Major Duties

Why do you wish to leave?

May we contact the above? Yes [] No [] If no, explain why

Prior Company

Address

StreetCityStateZip Code

Employed fromtoYour SupervisorPhone #

Job TitleSalary: StartFinish

Major Duties

Why did you leave?

May we contact the above? Yes [] No [] If no, explain why

Prior Company

Address

StreetCityStateZip Code

Employed fromtoYour SupervisorPhone #

Job TitleSalary: StartFinish

Major Duties

Why did you leave?

May we contact the above? Yes [] No [] If no, explain why

SKILLS

If you are applying for a home care service position, please complete the following:

[] CPR & First Aid Certification [] Other

If you are applying for an administrative position:

[] Word Processing/ Spread Sheet Software [] Calculator

[] Typing speed per minute: _____

[] Other Software Packages/ Types of Equipment: _____

Valid **Pennsylvania** Driver's License: Yes [] No [] No. _____ Class _____

EXPERIENCE/SKILLS/QUALIFICATIONS

In order to appropriately evaluate your ability to perform the job which you are applying, we encourage you to describe any job-related experiences, skills or qualifications which you consider relevant.

REFERENCES (PROFESSIONAL)

Name

Address

Telephone Number

1. _____

2. _____

REFERENCES (PERSONAL- DO NOT LIST RELATIVES)

Name

Address

Telephone Number

1. _____

2. _____

