



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant Name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cellular: _____ Social Security #: _____

Type of employment desired: _____ Full-time _____ Part-time _____ Internship

Date you will be available to start work: _____

Are you able to meet the attendance requirements? _____ Yes _____ No

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Do you have relatives working at this company? _____ Yes _____ No

Can you submit proof of employment authorization and identity? _____ Yes _____ No

Are you at least 21 years of age? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

If yes, please explain: _____

Driver's License Number: _____ Expiration Date: _____

How were you referred to us? _____



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Employment History

Please provide all employment information for you're past three employers beginning with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

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Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

If all of the employers listed in the preceding section may not be contacted, please indicate whom you wish not to be contacted regarding your employment.



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Do you have regular access to an automobile? _____ Yes _____ No

Have you ever been named as a perpetrator in a child abuse allegation that was determined to be substantiated? _____ Yes _____ No If yes, please explain: _____

Educational History

List school name and location, course of study, and any degrees earned:

High school: _____

College: _____

Did you graduate? _____ If yes, degree earned: _____

Graduate school: _____

Did you graduate? _____ If yes, degree earned: _____

Technical/Other Training: _____

Skills

List any special training/skills you have which are relevant to the position you are seeking.

List any educational/school activities or awards you have received which have relevance to the position you are seeking.

What positions of leadership or responsibility have you held in school, work or elsewhere that has relevance to the position you are seeking?

References

List 3 personal references - names, telephone numbers, and year's known (do not include any relatives or employers):

Name: _____ Phone: _____ Years known: _____

Name: _____ Phone: _____ Years known: _____

Name: _____ Phone: _____ Years known: _____



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I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ Date: _____



2039 Termon Avenue
Pittsburgh, PA 15212
Office: (412) 766-2215
Fax: (412) 766-2212

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize Three Rivers Youth to seek and obtain from my previous and present employers, schools or other training institutions and personal references, any and all information relating to my education and previous employment. All employers, schools, training institutions and personal references are authorized to release such information.

A photocopy of this authorization shall be as valid as the original.

Applicant

Date

Witness

Date