



## APPLICATION FOR EMPLOYMENT

Homestead Village, Inc. considers applicants for all positions without discrimination to race, color, religious creed, age, sex, ancestry, national origin, handicap, disability or any other legally protected status. Reasonable accommodation shall be made for employees, when necessary, including job restructuring so long as essential tasks of the job are not altered. Any complaint of discrimination may be filed with the Pennsylvania Human Relations Commission at (717) 299-7840.

*PLEASE PRINT*

Position Applied For	Date of Application
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How did you learn about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Newspaper advertisement
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Initial	E-mail Address
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Address	City	State	Zip Code
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Telephone Number (s)	Social Security Number
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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 for employment with us before? If Yes, give date \_\_\_\_\_  Yes  No

Have you ever been employed with us before? If Yes, give date \_\_\_\_\_  Yes  No

Do any of your friends or relatives work here?  Yes  No  
 If Yes, state name, relationship and department \_\_\_\_\_

Are you currently employed?  Yes  No

Can you provide documentation verifying you are eligible for employment within the United States?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

Date Available for Work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  PRN (Number of hours per week \_\_\_\_\_)  
 1<sup>st</sup> shift  2<sup>nd</sup> shift  3<sup>rd</sup> shift

Please mark the days you are available to work:  Sun  Mon  Tues  Wed  Thurs  Fri  Sat

Have you ever been convicted, pled guilty or no contest to a crime?  Yes  No  
 If Yes, provide description and dates \_\_\_\_\_

Are you currently on "lay off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

### EDUCATION

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School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

**Describe any specialized training, apprenticeship, skills and extra-curricular activities you have that are relevant to your employment.**


**Describe any job-related training received in the United States military.**


**List professional, trade, business or civic activities and offices held.**

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:


**SPECIALIZED SKILLS (Skills/Equipment Operated)**

_____ PC/MAC	_____ Spreadsheet
_____ Typewriter	_____ Word Processing
_____ WPM _____	Other (list) _____
_____ Shorthand	_____
_____ WPM _____	_____

**WORK EXPERIENCE** *Begin with most recent experience and explain any gaps in employment on the last page.*

Employer	<b>Dates Employed</b>		<b>Describe Work Performed</b>
Address	From	To	
Telephone Number			
Job Title	<b>Hourly Rate / Salary</b>		
Supervisor	Starting	Final	
Reason for leaving			<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	<b>Dates Employed</b>		<b>Describe Work Performed</b>
Address	From	To	
Telephone Number			
Job Title	<b>Hourly Rate / Salary</b>		
Supervisor	Starting	Final	
Reason for leaving			<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

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Address	From	To	
Telephone Number			
Job Title	<b>Hourly Rate / Salary</b>		
Supervisor	Starting	Final	
Reason for leaving			<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**PERSONAL/PROFESSIONAL REFERENCES** *Do not include family members.*

Name	Phone Number	Occupation
1.		
2.		
3.		

Homestead Village, Inc is a tobacco-free community effective January 1, 2009.

**APPLICANT'S STATEMENT**

I hereby give Homestead Village, Inc. the right to make a thorough investigation into my previous employment, education and references; and I release from all liability all persons, companies and/or corporations providing such information. I release, indemnify and hold harmless Homestead Village, Inc. from and against any and all liability which might result from making such an investigation.

I understand that any false answer, statement, representation or omission of information made by me in this application shall constitute sufficient cause for Homestead Village not to continue with the employment process, or if already employed, cause for immediate discharge. I also understand that nothing contained in this employment application or granting of an interview is intended to create an employment contract between Homestead Village and myself for either employment or for the granting of benefits. No promise regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon Homestead Village unless made in writing. If an employment relationship is established, I understand and agree that it will be of an "at will" nature, in that it is not for a definite period of time, and that I have the right to terminate my employment at any time, for any reason or for no reason, and that Homestead Village retains a similar right.

This application for employment shall be considered active for a period of time not to exceed one year. 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 understand that, if accepted for employment, it is necessary to abide by the rules and policies of Homestead Village and that I will be on a ninety (90) day probationary period before being considered a regular employee. I also understand that satisfactory completion of a pre-employment physical examination and drug screen will be required as a condition of employment.

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

\_\_\_\_\_  
Date