

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date of Application: _____

Name: _____

Last

First

Middle

Address: _____

Street

City/State

Zip

Alternate Address: _____

Street

City/State

Zip

Contact Information: () _____ () _____
Home Phone Cell Phone

Email Address: _____

How did you learn about our Agency? _____

POSITION SOUGHT: _____ **Available Start Date:** _____

Desired Pay Range: _____ Are you currently employed? _____

Do you have a valid Driver's License with a clean driving record? _____

EDUCATION

	<u>NAME & LOCATION</u>	<u>GRADUATE-DEGREE</u>	<u>MAJOR</u>
<u>HIGH SCHOOL</u>			
<u>COLLEGE OR UNIVERSITY</u>			
<u>SPECIALIZED TRAINING</u>			
<u>OTHER EDUCATION</u>			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

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PREVIOUS EXPERIENCE

Please list beginning from most recent:

Dates Employed: _____ **Company Name:** _____

Location: _____ **Role/Title:** _____

Job Notes, Tasks Performed and Reason for Leaving: _____

Dates Employed: _____ **Company Name:** _____

Location: _____ **Role/Title:** _____

Job Notes, Tasks Performed and Reason for Leaving: _____

Dates Employed: _____ **Company Name:** _____

Location: _____ **Role/Title:** _____

Job Notes, Tasks Performed and Reason for Leaving: _____

*****PLEASE RETURN COMPLETED APPLICATION TO THE RECEPTION DESK*****

OR EMAIL COMPLETED FORM TO: kthompson@greenearc.org 724-627-5511 ext
121

REFERENCES

1. _____ (_____) _____
Name Phone #

Address
2. _____ (_____) _____
Name Phone #

3. _____ (_____) _____
Name Phone #

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Greene Arc, Inc. is of an "at will" nature, which means that the employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this agency.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that Act 33/43 clearances and/or FBI clearance must be passed per ODP State Regulation upon offer of employment. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date