



**Olmsted Manor**

P.O. Box 8, Ludlow, PA 16333-0008

814-945-6512

**APPLICATION FOR EMPLOYMENT**

**PLEASE PRINT**

(answer all questions, even if attaching resume)

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, or the presence of non-job-related medical condition or disability.

DATE \_\_\_\_\_

NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

\_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

Are you known to schools/references by another name?  Yes  No

If yes, by what name: \_\_\_\_\_

Referral Source:  Advertisement  Professional Colleague  Employment Agency  
 Friend  Relative  Other \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Is there any reason why you cannot satisfactorily perform the essential functions job position with reasonable accommodations?  Yes  No

If yes, please explain \_\_\_\_\_

Can you travel if the position requires it?  Yes  No

**DISCLOSURE: Legal Proceedings/Accusation** (Conviction does not necessarily disqualify applicant from employment)

(a) Were you convicted in a criminal proceeding or are you the subject of a criminal proceeding (excluding traffic violations and summary offenses) which is presently pending?  Yes  No

(b) Have you ever been indicted, or do you currently stand under indictment, by a grand jury for an offense which may be classified as a federal or state felony or misdemeanor?  Yes  No

(c) Have you ever been named as a defendant in civil suit in which you were accused of sexual misconduct, including, without limitation, sexual harassment or discrimination?  Yes  No

(d) To the best of your knowledge, have you ever been the subject of a written accusation of conduct which could constitute a felony, a misdemeanor, or sexual misconduct, including, without limitation, sexual harassment or discrimination?  Yes  No

If the answer is "Yes" to any of the above, please describe the event or events giving rise to your answer. Include the nature of the charge, dates, the context in which you were accused, and all other material information. Attach additional pages as necessary.

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**EDUCATION/PROFESSIONAL BACKGROUND**

School Name, City, State	Years Completed	Diploma/Degree	Describe Course of Study
High School: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
College/University: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Graduate/Professional: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe other specialized training, apprenticeships, experience, and/or skills.

Professional and/or service organizations in which you are active.

Are you available to work?                      \_\_\_ Full Time                      \_\_\_ Part Time

Date available to begin employment? \_\_\_\_\_

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**EMPLOYMENT EXPERIENCE**

PLEASE COMPLETE ALL INFORMATION requested below even if a resume is enclosed. List each job held. Start with your present job. Include military service assignments and volunteer activities.

1. Employer \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Employment Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Job Title \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
\_\_\_\_\_  
Employment Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Job Title \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
\_\_\_\_\_  
Employment Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Job Title \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

May we contact your present employer?      \_\_\_ Yes      \_\_\_ No

Have you been employed at Olmsted Manor before?      \_\_\_ Yes      \_\_\_ No  
If yes, dates \_\_\_\_\_

Do you currently have any relatives employed by Olmsted Manor?      \_\_\_ Yes      \_\_\_ No  
If yes, list name(s) \_\_\_\_\_

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**REFERENCES**

Give the name, professional relationship, address, and phone numbers (home and business) of three references not related to you:

NAME	PROFESSIONAL RELATIONSHIP	ADDRESS	PHONE	
			home	business
1. Supervisor				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
2. Business Associate				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
3. Character				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**EMPLOYMENT ELIGIBILITY**

I attest, under penalty of perjury, that I am (check one) *(I-9 required when appropriate.)*

- A citizen or national of the United States.
- An alien lawfully admitted for permanent residence (Alien Number \_\_\_\_\_).
- An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A \_\_\_\_\_) or Admission Number \_\_\_\_\_.
- Expiration of employment authorization, if any \_\_\_\_\_).

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***PLEASE ATTACH RESUME AND ANY OTHER PERTINENT DATA THAT WOULD HELP DETERMINE YOUR CANDIDACY FOR THIS POSITION.***

**AGREEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of Olmsted Manor.

I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment.

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