

I believe that knowing about your employees is very important. I believe that it could help me to work with your needs and help us work together. I believe in teamwork! The questions below are to help me understand you along with qualifying you for a specific job. If you find that a question is offensive or irrelevant, please do not fill it in. It will not and does not affect your application. During your job interview, please feel free to ask any questions about myself that may help you understand me and assist you with making a decision as to whether you would appreciate working here.

Thank you,
Jim Rach

JOB APPLICATION

Position _____ Year _____ Date _____

FULL NAME (PRINT) _____

ADDRESS (PERMANENT RESIDENCE) _____

PHONE (HOME/ PARENT) _____ (CELL) _____

SOCIAL SECURITY NO. _____ AGE _____ BIRTH DATE _____

LAST YEAR OF SCHOOL COMPLETED _____

DO YOU PLAN TO RETURN TO SCHOOL - Yes No If so, What date? _____

WHAT MEANS OF TRANSPORTATION WILL YOU BE USING? _____

If you have answered car, whose car is it? _____

DO YOU PLAN ON HOLDING ANOTHER JOB WHILE WORKING HERE? Yes No

If yes, Please answer the following: 1) Whom will you be working for? _____

2) What type of work? _____ 3) What hours will you be working? _____

HOW MANY DAYS A WEEK DO YOU WANT TO WORK? _____

HOW MANY HOURS A DAY WOULD YOU LIKE TO WORK? _____

DO YOU HAVE ANY SPECIFIC TRADE, WORK EXPERIENCES OR CRAFTS THAT YOU WOULD WANT TO MENTION?

Examples: Typing, Computer work, Concession work, Cash register experience, Child care experience, Lifeguard experience, First aid, CPR, Carpenter, Painting, Concrete, Electrical, Cleaning, Grass cutting

NOTE: YOU MAY BE REQUIRED TO HAVE A STATE & FEDERAL BACKGROUND CHECK DONE. IF YOU ARE, YOU WILL BE GIVEN AN APPLICATION THAT WILL NEED TO BE FILLED OUT AND MAILED TO THE PENNSYLVANIA STATE POLICE ALONG WITH A \$10.00 CHECK. WHEN YOU RECEIVE YOUR REPORT, THEN YOU WILL BE ASKED TO COME IN FOR A SECOND INTERVIEW.

NOTE: YOU WILL BE REQUIRED TO GET A PHYSICAL? THIS WILL NEED TO BE DONE BEFORE YOUR SECOND INTERVIEW.

NOTE: IF YOU ARE UNDER THE AGE OF 18, YOU ARE REQUIRED TO GET WORKING PAPERS. (THESE CAN BE OBTAINED FROM YOUR HIGH SCHOOL.)

ARE THERE ANY PHYSICAL HANDICAPS OR RESTRICTIONS THAT WE SHOULD KNOW ABOUT? YES NO
Explain _____

ARE THERE ANY MENTAL HANDICAPS OR RESTRICTIONS THAT WE SHOULD KNOW ABOUT? YES NO
Explain _____

IN THE EVENT OF AN EMERGENCY, ARE YOU ALLERGIC TO ANY MEDICATIONS? YES NO
Explain _____

DO YOU HAVE ANY TYPE OF ILLNESS OR DISEASES THAT WE SHOULD KNOW ABOUT? YES NO
Explain _____

ARE YOU PRESENTLY TAKING ANY PRESCRIPTION DRUGS? YES NO
Explain _____

DO YOU USE ANY TYPE OF NARCOTIC DRUG? YES NO
Explain _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO
Explain _____

IF APPLYING FOR A LIFEGUARD OR DAY CAMP POSITION, PLEASE FILL OUT THE FOLLOWING:

Are you certified in lifeguard training? Yes No If yes, be sure to have your cards available.

Are you certified in first aid? Yes No If yes, be sure to have your cards available.

Are you certified in C.P.R.? Yes No If yes, be sure to have your cards available.

Are you certified in infant C.P.R.? Yes No If yes, be sure to have your cards available.

I give my permission for my job application and the police background report to be reviewed by any customer and/or member who wishes to see them.

SIGNATURE _____

I consent that the above questions have been answered honestly and are true to the best of my knowledge and understand that misrepresentations are sufficient cause for dismissal. SIGNATURE _____

It will be required for you to fill our the following. You must, at the very least, supply names and telephone numbers.

Last three employers

Company _____ Name of supervisor _____

Address _____ Phone number _____

Last worked _____ Why did you leave? _____

Company _____ Name of supervisor _____

Address _____ Phone number _____

Last worked _____ Why did you leave? _____

Company _____ Name of supervisor _____

Address _____ Phone number _____

Last worked _____ Why did you leave? _____

Please list 3 personal references (Do not use relatives)

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name _____ Telephone Number _____

**If the job position that you are applying for is filled, would you consider another position? Explanation:

**Why do you think that you would be good for the job that you are applying for?

**Are there any other comments?

