



DATE OF APPLICATION: \_\_\_\_\_

# Application for Employment

Harborcreek Youth services is an Equal Opportunity Employer and does not discriminate on the basis of any protected characteristics.

Please provide complete information for all questions. Failure to provide all answers to questions could result in an unsatisfactory review of your application. Resumes are not accepted in lieu of completion of this application.

## PLEASE PRINT LEGIBLY

Position Applied For:		Salary Expectation \$
First Name	Middle Name	Last Name
Address: Number	Street	City State Zip Code
Telephone Number:		
Work: ( )	Home: ( )	Cell: ( )
E-mail Address:		

ARE YOU 21 YEARS OF AGE OR OVER? YES  NO

THE BEST TIME TO CONTACT YOU IS: \_\_\_\_\_:\_\_\_\_\_ AM PM

HAVE YOU PREVIOUSLY APPLIED TO HARBORCREEK YOUTH SERVICES FOR EMPLOYMENT OR BEEN EMPLOYED BY HARBORCREEK YOUTH SERVICES? YES  NO

IF SO, WHEN? \_\_\_\_\_

HOW SOON WOULD YOU BE AVAILABLE FOR EMPLOYMENT? \_\_\_\_\_

WHAT SHIFTS ARE YOU AVAILABLE FOR WORK? 1<sup>ST</sup> 2<sup>ND</sup> 3<sup>RD</sup>

ARE YOU CURRENTLY EMPLOYED? YES  NO

MAY WE CONTACT YOUR CURRENT EMPLOYER? YES  NO

DO YOU HAVE A LEGAL RIGHT TO ACCEPT EMPLOYMENT IN THE UNITED STATES? YES  NO   
IF "NO", PLEASE EXPLAIN: \_\_\_\_\_

**ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON THE APPLICANT PROVIDING SATISFACTORY RESULTS OF THE FOLLOWING:**

- DHS Child Abuse History Clearance
- PA State Police Criminal Records Check
- Federal Criminal History Record
- Diocesan Office for Protection of Children and Youth Clearance
- Medical Assessment and Drug Screen

## EDUCATION

SCHOOL	NAME AND LOCATION	# OF CREDITS EARNED	DEGREE EARNED	MAJOR
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Undergraduate College			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate/ Professional			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Official graduate and/or undergraduate transcripts confirming graduation will be required for employment</b>				

## EMPLOYMENT HISTORY

Begin with your most recent or current position. If you require additional space to provide information for the description of your responsibilities, you may attach an additional sheet to this application.

Employer	DATES EMPLOYED		RESPONSIBILITIES FOR THIS POSITION
	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving			

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	From	To	
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	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving			

**COMMENTS:** (Include an explanation for any gaps in employment)

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**ADDITIONAL EMPLOYMENT INFORMATION:**  
 Other qualifications – Summarize special job-related skills and qualifications acquired from employment or other experience

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**CERTIFICATIONS, LICENSES, HONORS, ETC.** (List only those that relate to the position for which you are applying and omit any that may disclose your race, creed, sex, religion, etc.)

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**REFERENCES** – List three (3) references that are not relatives or employers listed previously.

Name	Business/Relationship	Phone Number
1		
2		
3		

Have you ever been disciplined or discharged for absenteeism, tardiness, failure to notify your company when absent, or any other attendance-related reasons? YES  NO   
 If yes, please explain:

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Have you ever been disciplined or discharged for theft, unauthorized removal of company property, or related offenses? YES  NO   
 If yes, please explain:

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Have you ever been disciplined or discharged for fighting, assault or related offenses?

If yes, please explain:

YES  NO

Have you ever been disciplined or discharged for being under the influence of alcohol or drugs, or for possession, use or abuse of alcohol or drugs? If yes, please explain:

YES  NO

Have you ever been disciplined or discharged for insubordination? If yes, please explain:

YES  NO

Have you ever been disciplined or discharged for any other reason? If yes, please explain:

YES  NO

#### APPLICANT'S STATEMENT

I certify that the forgoing statements are true, correct and complete to the best of my knowledge and belief and hereby grant Harborcreek Youth Services permission to verify such answers and investigate work and personal references. I authorize the employers, schools or persons which I have named above to give any information regarding my previous employment, character, general reputation and personal characteristics, together with any information that they have regarding me, whether or not it is in their records. I hereby release Harborcreek Youth Services and the employees, schools and persons named above from all liability for any damage that I may suffer as a result of issuing this information. I understand this consent can be revoked by written request, except to the extent that action has been taken relying on this consent. This authorization to verify information and seek reference information will expire 90 days from the date indicated below.

I understand that any false statements on this application or in any interview may be considered sufficient reason for rejection of this application or for dismissal if such false information is discovered subsequent to my employment.

I understand that no representation made by Harborcreek Youth Services or its supervisors, whether in writing or made orally, constitutes a contract of employment or implies any promise or limitation regarding specific policies or benefits, etc. or limits Harborcreek Youth Services right to discharge me without notice or liability to me for salary or wage except such as may have been earned up to the date of termination of service.

I understand that Harborcreek Youth Services is a Sanctuary certified agency. I commit to creating a culture that embodies the seven commitments of the model and demonstrate using my words and actions to positively represent Sanctuary as effective treatment for trauma informed care to all clients I work with, as well as fellow staff.

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

\_\_\_\_\_  
Date

I understand that my personnel records are subject to audit upon request  
by regulating bodies of Harborcreek Youth Services

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

\_\_\_\_\_  
Date