

EMPLOYMENT RECORD				
Present & Former Employers (list last or present position first)	Dates Employed	Salary Range	Position & Duties	Reason for Leaving
Name _____ Address _____ City _____ St ate _____ ZipCode _____ Supervisors: Name _____ Phone _____	From: To:	Starting: Ending:		
Name _____ Address _____ City _____ St ate _____ ZipCode _____ Supervisors: Name _____ Phone _____	From: To:	Starting: Ending:		
Name _____ Address _____ City _____ St ate _____ ZipCode _____ Supervisors: Name _____ Phone _____	From: To:	Starting: Ending:		
Name _____ Address _____ City _____ St ate _____ ZipCode _____ Supervisors: Name _____ Phone _____	From: To:	Starting: Ending:		

Please explain all periods of unemployment _____

If your former employment references, education or military service are under a name other than indicated on front of the application, please indicate below :

Last Name _____ First Name _____ Middle Initial _____

Have you ever been convicted of a crime? _____ If so, for what, when and where? _____

Conviction of a criminal offense will not necessarily preclude your employment.

Due to the nature of business conducted at this facility, we are mandated by law to have perspective employees sign the following statement :

I HAVE NO HISTORY OF, NOR HAVE I EVER BEEN CONVICTED FOR A VIOLENT CRIME, AND I HAVE NEVER BEEN DISMISSED FROM EMPLOYMENT DUE TO ABUSE OF CLIENTS OR RESIDENTS.

I ALSO UNDERSTAND THAT IN THE EVENT THAT I AM HIRED AND BECOME AN EMPLOYEE OF THE SARAH A. REED RETIREMENT CENTER, I AM SUBJECT TO DRUG AND ALCOHOL TESTING.

X Applicant's Signature _____ Date _____

Use this space to give us further information which will assist us in placing you, including at least two personal references not related to you, whom you have known at least one year.

This institution does not discriminate in hiring or any other decision on the basis of race, color, sex, citizenship, national origin, ancestry, or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination.

I voluntarily give this institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information. I consent to take the post-offer physical examination, and such future physical examinations as may be required by this institution at such times and places as the institution shall designate.

I understand that my employment is at will, and that either party is free to terminate the employment relationship at any time without cause. I also understand that my employment will be terminated for any misstatement or omission of fact appearing on this application form.

If employed, I will be required to complete an Employment Verification Form (I-9) and within three days show satisfactory evidence of identity and eligibility for employment.

Date _____ Applicant's Signature _____

AVAILABILITY RECORD

Primary position desired _____

Do you have responsibilities that would limit your availability?

Yes No If yes, explain : _____

Will you accept another position? Yes No

If so, what? _____

Are you available to work
 Weekends? Yes No
 Holidays? Yes No
 Rotating Shifts? Yes No

PLEASE INDICATE DAYS AND HOURS YOU ARE AVAILABLE FOR WORK (BE SPECIFIC)

DAY	FROM	TO
SUNDAY	A.M.	A.M.
	P.M.	P.M.
MONDAY	A.M.	A.M.
	P.M.	P.M.
TUESDAY	A.M.	A.M.
	P.M.	P.M.
WEDNESDAY	A.M.	A.M.
	P.M.	P.M.
THURSDAY	A.M.	A.M.
	P.M.	P.M.
FRIDAY	A.M.	A.M.
	P.M.	P.M.
SATURDAY	A.M.	A.M.
	P.M.	P.M.

Do you limit your annual earnings due to Social Security or other reasons?

Yes No If yes, please state what is the maximum amount you wish to earn.

If your availability changes, it is your responsibility to notify the Personnel Department of the changes. Such changes will be effective for any future employment.

I understand that emergency conditions may require me to temporarily work shifts other than the one for which I am applying and agree to such scheduling change as directed by my department head or administrator of this facility.

Applicant's Signature _____

Date _____

THE SARAH A. REED RETIREMENT CENTER

All persons hired will be required to have a Criminal Background Check completed at their expense. The fee for the Pennsylvania check is \$10.00.

If a person has not resided in Pennsylvania for two consecutive years prior to hire, a FBI check is also required. The fee is \$30.25

Please note below the address(es) of all your residence(s) in the past two years:

1)

2)

3)

Address

Address

Address

City, State, Zip

City, State, Zip

City, State, Zip

And please complete the following two statements:

Have you resided out of Pennsylvania at any time in the past 2 years?

(check one) _____Yes _____No

I also have reviewed the offenses listed on the attached sheet that would prevent my employment at this facility. I have not nor have I been convicted of any of the listed offenses. Should I become subsequently convicted of any of these crimes and am employed by The Sarah A Reed Retirement Center, I will immediately notify The Center of the conviction.

Signature

Date

As an employer, I have no personal knowledge of the above being convicted.

Employer Representative

Date

Prohibitive Offenses Contained in Act 169 of 1996 as Amendment by Act 13 of 1997

Offense Code	Prohibitive Offense	Type of Conviction
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft By Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft By Deception	1 Felony or 2 Misdemeanors
CC3923	Theft By Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft By Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft By Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Libeary Theft Instruments	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3933	Unlawful Use of a Computer	1 Felony or 2 Misdemeanors
CC3934	Theft from a motor vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Documents by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene or Other Sexual Materials to Minors	Any
CC5903D	Obscene or Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A35 (i), (ii), (iii)	Illegal Sale of Non-Controlled Substance	Felony
CS13A36	Designer Drugs	Felony
CS13Axx*	<i>Any Other Felony Drug Conviction Appearing on a PA Rap Sheet</i>	Felony

Please Note: Offenses occurring within the 3900 series requirie one felony in any of the listed offenses, or a combination of any two misdemeanors in any of the listed offenses.