

HOPE ENTERPRISES, INC.  
Columbia Montour Snyder Union Region  
100 Terrace Lane  
Danville, PA 17821  
Telephone (570) 275-8691



## APPLICATION FOR EMPLOYMENT

Hope Enterprises does not discriminate in hiring on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or status in any other group protected by federal, state or local law. Hope is firmly committed to the policy of **Equal Employment Opportunity** and strives to ensure that no individual is denied uniform treatment in any employment practice.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within three days shall result in immediate termination of employment.

FOR OFFICE USE ONLY	
Copied to: _____	Date _____
_____	_____
_____	_____
Date Reference Checks Mailed: _____	

**PLEASE PRINT**

Date of Application \_\_\_\_\_

Position Applied for \_\_\_\_\_

Residential Services  
 Office/Clerical

Community Supports Program  
 Other - \_\_\_\_\_

NAME \_\_\_\_\_  
Last - First - Middle

Telephone (\_\_\_\_) \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

E-mail Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Are you at least 18 years old?  Yes  No

In what school district do you reside? \_\_\_\_\_

Did you file an application here before?  No  Yes - Date(s) \_\_\_\_\_

Were you employed by Hope before?  No  Yes - Date(s) \_\_\_\_\_

Are you available to work -  Full time  Part time  Evenings & Weekends

Are you on layoff and subject to recall?  No  Yes

Do you have a valid, current driver's license?  No  Yes

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Have you been convicted of a crime that has not been sealed, annulled or expunged, other than a summary offense?  No  Yes

If yes, describe in full including date(s). Please note that a guilty plea is considered a conviction. In addition, **conviction of a felony will bar employment in most positions due to regulatory requirements.** If you are in doubt as to whether a guilty plea was for a summary offense, you should disclose the conviction. If the conviction is for a summary offense, it will not affect the decision to employ you. Conviction of a misdemeanor does not necessarily disqualify you from employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This application will remain current for three months after it is submitted. If you want to extend its active status beyond this period, contact the Human Resources Office at (570) 275-8691.

If your education or former employment was under a different name, please indicate this where applicable and provide the name in the following sections.

EDUCATION			
School Name	High School	College/University	Graduate/Professional
	Years Completed	9 10 11 12	13 14 15 16
Diploma or Type of Degree			
Describe Course of Study			
Describe any honors received or specialized training, internships, skills and extra-curricular activities that may be helpful to us in considering your application:			

Are you a member of any job-related organizations, clubs or professional associations? (Please exclude memberships that would reveal a legally protected status).

Do you have any computer-related experience?  No  Yes - If yes, please list any software programs in which you are proficient.

Do you have any other experience, skills or qualifications (including volunteer activities) that you feel relate to the position for which you are applying?

### REFERENCES

List three business/work references that are not related to you and are not previous employers. If this is not applicable, list three educational or personal references who are not related to you. **Provide full accurate addresses.**

Name	Full Address Street, City, State, Zip	Telephone Number	Years Known
		( )	
		( )	
		( )	

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

EMPLOYMENT HISTORY			
Please provide a complete <b>full and part-time</b> employment history, including <b>accurate addresses for reference purposes</b> . <i>Start with your current or most recent job.</i> You may exclude organization names that indicate race, religion, gender, national origin, disability, or other protected status under federal, state or local law.			
Employer	Telephone (    )	Dates Employed	Work Performed
		From      To	
Address - Street			
City	State      Zip		
Job Title	Supervisor	Hourly Rate/Salary	
		From      To	
Reason for Leaving			
Employer	Telephone (    )	Dates Employed	Work Performed
		From      To	
Address - Street			
City	State      Zip		
Job Title	Supervisor	Hourly Rate/Salary	
		From      To	
Reason for Leaving			
Employer	Telephone (    )	Dates Employed	Work Performed
		From      To	
Address - Street			
City	State      Zip		
Job Title	Supervisor	Hourly Rate/Salary	
		From      To	
Reason for Leaving			
Employer	Telephone (    )	Dates Employed	Work Performed
		From      To	
Address - Street			
City	State      Zip		
Job Title	Supervisor	Hourly Rate/Salary	
		From      To	
Reason for Leaving			

May we contact these employers?  Yes  No - Indicate any employer you do not want to be contacted:

\_\_\_\_\_

If you believe that a former employer would give you an unsatisfactory recommendation, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been suspended without pay, forced to resign or discharged by a former employer?  No  Yes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERICAL APPLICANTS**

Typing Speed (W.P.M.)

Dictation Speed (W.P.M.)

List all office machines with which you have experience:

List any additional skills you may have such as shorthand, transcription, or computer software programs with which you have experience:

**APPLICANT AGREEMENT**

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

I authorize you to make such investigations and inquiries of my personal and employment history and other related matters as may be necessary now or at any time in the future in arriving at an employment decision. I further authorize and request that my current and all former employers, educational institutions and those people I have listed as references furnish Hope Enterprises, Inc. with information about my employment record, including a statement of the reason for termination of my employment, work performance abilities, and other qualities pertinent to my qualifications for employment; hereby releasing them and Hope Enterprises, Inc. from all liability and responsibility arising from any information provided.

If offered employment with Hope Enterprises, Inc. and as required by licensing regulations, I agree to submit myself to a criminal background check at the agency's expense. I also agree to submit myself to an employment physical examination, for which a portion of the cost will be paid by the agency, and to future employment physical examinations that may be required due to regulatory requirements or as a condition of my continued employment.

If Hope employs me, I understand that false or misleading information given in this application or interview(s) will result in discharge whenever discovered.

Further, I understand that I am expected to abide by all rules and regulations of Hope as provided in its Personnel Policies, and that my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either the agency or myself.



**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE**

**I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND, AND ACCEPT ALL TERMS OF THE FOREGOING APPLICANT AGREEMENT.**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## EMPLOYMENT REFERENCE REQUEST FOR APPLICANTS

Instructions to Applicants: Please **READ & SIGN ONLY** at the "X". This form will then be completed and mailed to former employers.

I am an applicant who was/is employed by your company and am being considered for a position with Hope Enterprises, Inc. I request and authorize you to disclose the information requested on this form regarding my employment history with you, including a statement of the reason for termination, work performance, abilities and other qualities pertinent to my qualifications for employment. I hereby release you and Hope Enterprises, Inc. from all liability and responsibility arising from the information provided.

**X: SIGNATURE OF APPLICANT:**

### FOR OFFICE USE ONLY

TO: \_\_\_\_\_ APPLICANT'S NAME: \_\_\_\_\_  
SOCIAL SECURITY #: \_\_\_\_\_  
EMPLOYED WITH YOU FROM \_\_\_\_\_ TO \_\_\_\_\_  
DATE OF REQUEST: \_\_\_\_\_

Dear Former Employer from Peggy Shultz, Human Resources Coordinator:

Employment with our human service agency serving individuals with developmental disabilities is contingent upon satisfactory references and, therefore, we would appreciate your response to this inquiry concerning this applicant. Please add any information about the person's work performance that you feel would help us in our evaluation. An addressed and stamped envelope is enclosed. **This information is kept strictly confidential.** If you have any questions, I can be reached at 570-275-8691 or at [pshultz@heionline.org](mailto:pshultz@heionline.org). Thank you!

IF THE ABOVE DATES OF EMPLOYMENT ARE INCORRECT, CORRECT DATES WERE: \_\_\_\_\_ TO \_\_\_\_\_

WAGES AT TERMINATION OF EMPLOYMENT: \_\_\_\_\_/YEAR OR \_\_\_\_\_/PER HOUR

LAST POSITION HELD WITH YOUR COMPANY: \_\_\_\_\_  FULL-TIME  PART-TIME

BRIEF DESCRIPTION OF DUTIES: \_\_\_\_\_

**Please rate the applicant's performance based on employment with your company**

	Excellent	Good	Average	Poor	Comments
Productivity/Initiative					
Job Knowledge					
Attitude					
Honesty					
Reliability					
Attendance					

WOULD YOU REHIRE?  YES  NO REASON FOR LEAVING: \_\_\_\_\_

IF DISCHARGED, IF ASKED TO RESIGN, OR IF YOU WOULD NOT REHIRE, PLEASE EXPLAIN CIRCUMSTANCES:  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**HOPE ENTERPRISES, INC.**

**Lycoming-Clinton-Northumberland Region  
And  
Columbia-Montour-Snyder-Union Region**

**NOTICE TO ALL APPLICANTS  
FOR EMPLOYMENT**

If Hope Enterprises, Inc. offers you employment, it will be contingent upon submitting a urine sample that will be tested for the presence of controlled substances. This will be done in conjunction with the employment physical and tuberculosis testing. This test is in accordance with Hope's "***Drug, Narcotics and Alcohol Free Work Place Policy,***" a copy of which is available upon request.

Please acknowledge that you have read this notice by signing below and returning this with your Application for Employment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

HOPE ENTERPRISES, INC.  
HUMAN RESOURCES DEPARTMENT



EMPLOYEE REFERRAL FORM

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

NAME OF APPLICANT: \_\_\_\_\_

NAME OF HOPE EMPLOYEE WHO REFERRED YOU:

\_\_\_\_\_