

Huntingdon Co. Child & Adult Development Corporation
EMPLOYMENT APPLICATION effective 09/01/2019

Applicants are considered for all positions without regard to race, color, religion, national or ethnic origins, age, marital status or disabilities that would not prevent the individual from performing the duties and responsibilities of the position. Reasonable accommodations within the requirements of the Americans With Disabilities act can be made. Providing false or untrue information on this Application shall be treated as reason for non-consideration for employment. False information discovered after hiring can result in the immediate dismissal from employment.

Date of Application: ___/___/___ Position being applied for: _____

Type of position being applied for: ___ Regular ___ Substitute

Name: _____ Phone: _____

Address: _____

Are you employed now? ___ no ___ yes May we contact your current and/or past employers? ___ no ___ yes

If no, please explain _____

What date would you be available for work? ___/___/___

EDUCATION

Type of School	Name & Address	How Many Years	Graduate	Course or major(specify degree if applicable)
High School			___ yes ___ no ___ GED	
College			___ yes ___ no	
Other			___ yes ___ no	

Provide any other education, training, certifications, that you have or other information that may be relevant to the position(s) being applied for.

WORK HISTORY (List in order with present or most recent employer first. Use an additional page if needed)

Dates		Name & Address of Employer	Hourly Rate / Salary		Job Title	Supervisor's Name, Title & Phone #	Reason for Leaving
From	To		Start	Finish			

Describe the work you performed:

Dates		Hourly Rate / Salary				Supervisor's Name, Title & Phone #	Reason for Leaving
From	To	Name & Address of Employer	Start	Finish	Job Title		

Describe the work you performed:

Dates		Hourly Rate / Salary				Supervisor's Name, Title & Phone #	Reason for Leaving
From	To	Name & Address of Employer	Start	Finish	Job Title		

Describe the work you performed:

REFERENCES (At least 2 of the 4 references must be current and/or former employers or employment related. If you request that your current employer not be contacted we will not do so.)

Name & Occupation	Current Address	Current Phone Number
1		
2		
3		
4		

Have you lived outside of Pennsylvania at any time during the past 5 years? no yes If yes, in which states did you reside?

Are you fluent in any languages other than English? no yes If yes, please list: _____

Have you ever been convicted of a criminal offense? no yes If yes, what criminal offense(s) and when?

*HCCADC requires background checks (Criminal & Child Abuse) to be completed and maintained on file for all employees.

I hereby certify that I have read and understand the statement regarding providing false information on this application and I certify that the information on this employment application is true and correct.

_____/_____/_____
Date

Applicant Signature