



# Allentown Women's Center

## Application for Employment

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

### Personal Information

Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you 18 years or older?  YES  NO

Are you either a US citizen or an alien authorized to work in the United States?  YES  NO

### Employment Desired

Position/Type of Work: \_\_\_\_\_

Are you currently employed?  YES  NO

If yes, may we talk to your present employer?  YES  NO  N/A

Date you can start: \_\_\_\_\_ Salary/Rate desired: \_\_\_\_\_

### Education History

	Name/Location of School	# Years attended	Did you graduate?	Degree earned / Grade point average
High School				
Trade/Business School				
College				
Graduate School				

### Employment History – List most recent first

1. Name/Location of Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Dates employed – From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Name/Location of Employer: \_\_\_\_\_  
Position: \_\_\_\_\_  
Dates employed – From \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

3. Name/Location of Employer: \_\_\_\_\_  
Position: \_\_\_\_\_  
Dates employed – From \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Have you ever been bonded?  YES  NO If yes, with which employers? \_\_\_\_\_

Which of the above jobs did you like the best and why? \_\_\_\_\_  
\_\_\_\_\_

**References – Please provide three professional references. These must be in letter form and included with the application. (People you have worked for before)**

Are you willing to undergo a criminal background check? ?  YES  NO (will be performed upon hire – PA Child Abuse History, Fingerprinting, Criminal Background check)

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing this information to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

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