

Application for Employment

Huntingdon County PRIDE, Incorporated



1301 Mount Vernon Avenue

Huntingdon, PA 16652

814-643-5724

Huntingdon County PRIDE, Inc. is committed to the principle of equal opportunity and is non-discriminatory in all of its personnel practices. The agency seeks to recruit, train, utilize and promote all qualified persons at all occupational levels within the organization without regard to race, color, sex, sexual orientation, gender identity, age, religion, national origin, marital or parental status, political beliefs, genetic information, mental or physical disabilities, and so on. The agency also assures that reasonable accommodations are made for persons with physical or mental limitations and/or disabilities.

Any employee has the right to file complaints of employment discrimination based on Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, and/or the Pennsylvania Human Relations Act of 1955, as amended with the Public Health Relations Commission (PHRC) or Equal Employment Opportunity Commission (EEOC).

Position for which you are apply: _____

Date Available for work: _____

Where did you learn about this position? _____

Why do you want to work for PRIDE? _____

Why are you a good candidate for this position? _____

Demographics

Full Name: _____

Address: _____

Cell Phone: _____

House Phone: _____

Education

Graduate School: _____ Dates: _____

Major: _____

Did you obtain degree? Yes/No

Degree: _____

Undergraduate School: _____ Dates: _____

Major: _____ Minor: _____

Did you obtain degree? Yes/No

Degree: _____

Vocational/Trade School: _____ Dates: _____

Major: _____

Do you have a license or degree? Yes/no

Degree: _____

Other Higher Education: _____ Dates: _____

Major: _____

Do you have a license or certificate? Yes/no

License/certificate: _____

High School: _____

Did you graduate? Yes/no Graduation Year: _____

If you did not graduate, do you have a GED? Yes/no

Professional License(s)

Current License Number: _____ Issuing State: _____

Dated Issued: _____ Expiration Date: _____

Current License Number: _____ Issuing State: _____

Dated Issued: _____ Expiration Date: _____

Employment History

Start with most recent

Employer _____ Address: _____

Supervisor: _____ Phone: _____

Employed From: Month _____ Year _____ to Month _____ Year _____

Are you still employed here? Yes/No May we contact your supervisor? Yes/No

Position: _____ Job Duties: _____

Reason for Leaving: _____

Employer _____ Address: _____

Supervisor: _____ Phone: _____

Employed From: Month _____ Year _____ to Month _____ Year _____

Are you still employed here? Yes/No May we contact your supervisor? Yes/No

Position: _____ Job Duties: _____

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Position: _____ Job Duties: _____

Reason for Leaving: _____

Skills

Can you type? Yes/No WPM: _____

How would you rate your computer skills?

Highly Proficient/Moderately Proficient/Basic/No Skills

List systems and software for which you are proficient: _____

Other Skills: _____

Organizations for which you have been or are presently a member/officer:

Professional References

Name: _____ Phone: _____ Years Known: _____

Professional Relationship: _____

Name: _____ Phone: _____ Years Known: _____

Professional Relationship: _____

Name: _____ Phone: _____ Years Known: _____

Professional Relationship: _____

Criminal History

Huntingdon County PRIDE, Inc. is an agency that works to serve the residents of Huntingdon County. PRIDE staff have direct contact with the public and therefore all hired employees must provide criminal background and child abuse clearances. Under Pennsylvania Code 15.143, PRIDE is prohibited from hiring an employee who has been convicted of a felony drug offense, violent crimes, or child corruption/ endangerment. Have you ever been convicted of a felony or misdemeanor that would prevent you from obtaining a position at this agency? Yes/No

Certification and Authorization

I certify that the above information is true and correct. I authorize Huntingdon County PRIDE, Inc. to verify my education, past employment history and references as needed. If employed, I will be required to provide original documentation which verifies my identify. Before being fully employed I understand that I will have to have provide proper criminal background check and child abuse clearances.

Signature: _____

Date: _____