



Allegheny County Group Homes, Inc.

(An Equal Opportunity Employer)

Employment Application

APPLICANT NOTE: This application form is intended for use in assisting us evaluating your qualifications for employment. This is not an employment contract. Please print all answers and answer all question truthfully and completely. Any person found to have intentionally misrepresented or omitted any material fact herein, will automatically be disqualified from further consideration or employment. All qualified applicants will receive consideration for employment without discrimination based on age, sex, national origin or any other protected classification. A prior felony conviction will not automatically disqualify you from employment.

Affirmative action hiring may be requested by qualified applicants. Additional testing of skills directly related to essential job function and testing for presence of drugs or alcohol in your body may be required prior to employment.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Social Security No.: _____
Have you used any names or Social Security Numbers other than those listed? YES NO

If yes please list:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony and/or served time in the past (7) years? YES NO

If yes, explain: _____

Incident Date: _____ City/State: _____ Charge: _____

Do you currently have a valid license to operate a motor vehicle in this state? YES NO

Have you received any notice that such license may or will be suspended or revoked at any time in the future? YES NO

Position Applied for: _____

Date Available: _____ Desired Salary :\$ _____

Are you interested in: _____ Part time Work _____ Full Time Work _____ Any Available

Availability: _____ Weekdays _____ Weekends _____ Evenings _____ Nights _____ Overtime _____ Shift _____ Other

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

*Please list three **professional** references.*

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address _____ Years Known: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address _____ Years Known: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address _____ Years Known: _____

Previous Employment

List your employers in order with the last or present employer first.

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Previous Employment Cont.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Criminal Background Checks

Current standards that we perform a State Bureau of Investigation background check on all prosecute employees that have in the state of North Carolina for more than five years and a Federal Bureau of Investigation backwound check on all North Carolina non*residents and all North Carolina residents who have resided in the state for less than five (5) years. Therefore:

How long have you lived in the state of North Carolina? Years _____, Months _____.

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, religion, sex, national origin, age or other protected classification.

