



# McGuire Memorial Application for Employment

TO APPLICANT: We appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

Date \_\_\_\_\_

Name \_\_\_\_\_  
L LAST FIRST MIDDLE

Address \_\_\_\_\_  
NO. STREET CITY STATE ZIP

Phone ( ) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Position applied for \_\_\_\_\_

Are you legally eligible for employment in the USA? (If yes, proof is required if hired.) Yes No

Are you over the age of 18? Yes No If no, hire is subject to verification that you are of minimum legal age.

Were you previously employed by us? Yes No If yes, when? \_\_\_\_\_

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

Have you been a resident of PA for the past 2 years? Yes No

Do have a valid drivers license? Yes No

Have you been convicted of a misdemeanor or felony in the last 5 years? Yes No

*A criminal history check will be made regardless of your answer.*

Do you have any physical restrictions or limitations that would prevent you from performing the duties of the job you are applying for with or without reasonable accomodations? Yes No

Describe limitations if answer is yes \_\_\_\_\_

*You will be required to undergo a pre-employment physical and drug screen.*

Please note any job experiences, skills or relevant qualifications which may be of benefit in the job for which you are applying \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## EMPLOYMENT HISTORY List present and past employment, beginning with most recent.:

□ Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
 Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
 Dates employed : from (mm/yy) \_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_ Hourly rate/salary : Starting \_\_\_\_ Final \_\_\_\_  
 Reason for leaving \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 Describe the work you did: \_\_\_\_\_  
 Do we have your permission to contact this employer concerning your prior work experience?    Yes    No

□ Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
 Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
 Dates employed : from (mm/yy) \_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_ Hourly rate/salary : Starting \_\_\_\_ Final \_\_\_\_  
 Reason for leaving \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 Describe the work you did: \_\_\_\_\_  
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 Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
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 Describe the work you did: \_\_\_\_\_  
 Do we have your permission to contact this employer concerning your prior work experience?    Yes    No

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 Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
 Dates employed : from (mm/yy) \_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_ Hourly rate/salary : Starting \_\_\_\_ Final \_\_\_\_  
 Reason for leaving \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 Describe the work you did: \_\_\_\_\_  
 Do we have your permission to contact this employer concerning your prior work experience?    Yes    No



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## EDUCATION BACKGROUND

**High School:** \_\_\_\_\_ Address of School \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes No Diploma or Degree \_\_\_\_\_

**College:** \_\_\_\_\_ Address of School \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes No Diploma or Degree \_\_\_\_\_

**Other (specify):** \_\_\_\_\_ Address of School \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes No Diploma or Degree \_\_\_\_\_

**Continuing Education/Special Training:** \_\_\_\_\_

## PERSONAL REFERENCES (Not Former Employers or Relatives)

Name \_\_\_\_\_ Address \_\_\_\_\_

Occupation \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Occupation \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Occupation \_\_\_\_\_ Phone ( ) \_\_\_\_\_

May we phone you to follow up on this application at home? Yes No If yes, when is the best time to call? \_\_\_\_\_

May we phone you to follow up on this application at work? Yes No If yes, when is the best time to call? \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_

### PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that, if I am employed, any false or misleading statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party, with or without notice, at any time, for any reason or no reason. No one other than an officer of McGuire Memorial has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and then only in a writing signed by an officer.

\_\_\_\_\_  
Signature of Applicant

