

Special People In Northeast, Inc.
 10521 Drummond Road, Philadelphia, PA 19154
 www.spininc.org
EMPLOYMENT APPLICATION

PLEASE PRINT Date _____ Position (s) Applied For _____

Last Name _____ First Name _____ Middle Name _____

Address _____ Apt # _____

City _____ State _____ Zip _____

Telephone Number (s) _____ E-Mail _____

Have you been a resident of Pennsylvania (without interruption) for two years preceding the date of this application? Yes No

How did you learn about us? Career Fair Newspaper Ad SPIN Website Internet Posting Friend Other _____

Referred by: _____

Have you ever filed an application with us before? Yes No If Yes, Date (s) _____

Have you ever been employed with us before? Yes No If Yes, Date (s) _____

May we contact your present or previous employers? Yes No
 If No, which employer (s) _____

Have you ever been terminated from or disciplined by a previous employer for abuse or neglect? Yes No
 If yes, which employer (s) _____ When? _____

Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status? Yes No

On what date would you be able to start work? _____ Full Time Part Time

What hours are you available to work: Day Evening Weekend Overnight

If the job you are applying for requires a driver's license, do you have a valid PA or NJ driver's license? Yes No Years of driving experience: _____

Have you ever been convicted of a crime? Yes No Conviction will not necessarily disqualify an applicant from employment.
 If Yes, please explain _____

EDUCATION

SCHOOL	NAME	ADDRESS	COURSE OF STUDY	GRADUATED (YES OR NO)	DIPLOMA/ DEGREE
HIGH SCHOOL					
UNDERGRADUATE					
GRADUATE					

CERTIFICATION & LICENSE INFORMATION (Please include any pending certificates, if applicable.)

TYPE OF CERTIFICATE	FIELD	DATE ISSUED	STATE

EMPLOYMENT EXPERIENCE

Please provide complete and accurate information as it may effect your starting salary. Start with your present or last job. Account for any gaps in your employment. Include job-related military service assignment and volunteer activities.

EMPLOYER	FROM TO	ADDRESS CITY, STATE, ZIP PHONE NUMBER	CURRENT RATE	SUPERVISOR NAME AND TITLE	REASONFOR LEAVING
JOB TITLE & RESPONSIBILITIES					
EMPLOYER	FROM TO	ADDRESS CITY, STATE, ZIP PHONE NUMBER	CURRENT RATE	SUPERVISOR NAME AND TITLE	REASONFOR LEAVING
JOB TITLE & RESPONSIBILITIES					
EMPLOYER	FROM TO	ADDRESS CITY, STATE, ZIP PHONE NUMBER	CURRENT RATE	SUPERVISOR NAME AND TITLE	REASON FOR LEAVING
JOB TITLE & RESPONSIBILITIES					

Have you ever had any job-related training in the United States Military? Yes No

Are you aware of any reason why you cannot perform the duties for the position you have applied? Yes No

Are there any other experiences, skills or abilities that you feel will qualify you for work with our company? _____

What type of hobbies or special activities interest you? (optional) _____

PRIOR HUMAN SERVICES WORK EXPERIENCES

Please list the names and addresses of all human services agencies with whom you are currently or have been previously employed.

- _____
- _____

APPLICANT'S STATEMENT

I understand that Special People In Northeast, Inc. affords equal employment opportunity to applicants and employees. SPIN, Inc.'s Affirmative Action Plan ensures all applicants and employees that it will not be discriminatory when judging each applicant as to qualifications for a position and each employee as to performance in a position as regards to race, color, religion, sex, age, national origin or disability.

I understand the information on this application is subject to verification by Special People In Northeast, Inc. I hereby grant permission to Special People In Northeast, Inc. to contact present and previous employers, unless otherwise indicated, and I further authorize my former employers to give any information as to my character and record, including employment dates, position, and salary. I hereby release SPIN, Inc. from all liability and damages related to reference inquiries as well as those individuals or companies who provide reference information. I understand that as a condition of employment, I will be required to undergo and successfully pass a screening for alcohol and/or drugs, a motor vehicle driving record and criminal/child abuse clearance unless not applicable to the job position for which I applied.

I further understand that I will be required by federal law (the Immigration Reform and Control Act of 1986) to produce documents establishing both my identity and work authorization.

In the event of employment, I understand that false, incomplete or misleading information given in my application or interview (s) will result in separation of employment. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand, also, that I am required to abide by all rules and regulations of the agency as delineated in the SPIN, Inc. Employee Reference Book including the Work Attire Guidelines Policy and other written policies and procedures.

I certify that answers were given herein are true and complete to the best of my knowledge.

Signature

Date

REV 9/07