

# Application for Employment



Date \_\_\_\_\_

We request the following information to help us make the best possible placement. You should complete all portions of this application that pertain to you. We appreciate the time you spend in completing this form.

If offered employment and accepted, you are required by law to show proof of eligibility to work in the USA.

If offered employment and accepted, you are required by law to show you are 18 years of age or over.

Name \_\_\_\_\_ Social Security \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Home Telephone No. \_\_\_\_\_ / \_\_\_\_\_ Alternate Telephone No. \_\_\_\_\_ / \_\_\_\_\_

Do you have any relatives in our employment?  Yes  No If so, please list: \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No If Yes, give date: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If Yes, give date: \_\_\_\_\_

Position for which you are applying \_\_\_\_\_ Salary Desired \_\_\_\_\_

Employment Preference:  Full time  Part time Date available \_\_\_\_\_

## Education:

	Name & Location Of School	Course of Study	Years Completed	Did you Graduate	Degree
College					
High School					
Other					

Other special training or skills (computer skills, languages, machine operations, etc.)

\_\_\_\_\_

**Employment History:**

List below present and past employment, beginning with your most recent. If you have a resume, attach it to the application

<b>1</b> Company	Address	Telephone
Dates Employed From:                      To:	Salary Starting:                      Leaving	Name of Supervisor
Your Title	Your Duties	
Reason for Leaving		
<b>2</b> Company	Address	Telephone
Dates Employed From:                      To:	Salary Starting:                      Leaving	Name of Supervisor
Your Title	Your Duties	
Reason for Leaving		
<b>3</b> Company	Address	Telephone
Dates Employed From:                      To:	Salary Starting:                      Leaving	Name of Supervisor
Your Title	Your Duties	
Reason for Leaving		
<b>4</b> Company	Address	Telephone
Dates Employed From:                      To:	Salary Starting:                      Leaving	Name of Supervisor
Your Title	Your Duties	
Reason for Leaving		

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed \_\_\_\_\_

Please identify by number any employer you do *not* wish us to contact? \_\_\_\_\_

Please list names, addresses and phone numbers of two work references.

**References:**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone no. \_\_\_\_\_ / \_\_\_\_\_

Phone no. \_\_\_\_\_ / \_\_\_\_\_

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**Miscellaneous Information:**

**Have you ever been bonded?**  Yes  No If yes, with what employers? \_\_\_\_\_

**Have you ever had any Bond coverage modified or revoked, or has any application for a Bond ever been declined?**

Yes  No

**Have you ever pled "guilty or "no contest" to, or been convicted of a crime?**  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

A conviction record will not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of rehabilitation will be taken into account.

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**~PLEASE READ CAREFULLY BEFORE SIGNING~**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, consumer reporting bureaus, licensing authorities, educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment or may result in my immediate discharge from the employer's service, whenever it is discovered.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED

We are an Equal Opportunity Employer.



### Administrative Offices

315 Franklin Ave.  
Scranton, PA 18503-1201  
Phone: 570-346-6055 - 1-866-862-9328  
Fax: 570-346-6563

Monday – Friday 7:30 AM – 4:30 PM

### Scranton Branch

315 Franklin Ave.  
Scranton, PA 18503-1201  
Phone: 570-346-5644  
Fax: 570-346-6523

Monday – Thursday 8:30 AM – 4:15 PM  
Friday 8:30 AM – 5:00 PM  
Saturday 9:00 AM – 12:00 PM

### Tobyhanna Branch

Tobyhanna Army Depot  
11 Hap Arnold Blvd.  
Tobyhanna, PA 18466-5049  
Phone: 570-894-8325

Fax: 570-894-4096

Monday - Friday 7:30 AM – 4:00 PM

### East Stroudsburg Branch

110 Progress St.  
East Stroudsburg, PA 18301-9006  
Phone: 570-421-4261  
Fax: 570-424-5860

Monday - Thursday 8:30 AM - 4:15 PM  
Friday 7:30 AM – 5:00 PM (Branch)  
Friday 7:30 AM – 7:00 PM (Drive-Thru)  
Saturday 9:00 AM - 12:00 PM

### Wilkes-Barre Branch

880 Schechter Drive  
Wilkes-Barre, PA 18702  
Phone: 1-866-862-9328  
Fax: 570-829-4569

Monday – Thursday 8:30 AM – 4:15 PM  
Friday 8:30 AM – 5:00 PM  
Saturday 9:00 AM – 12:00 PM