



ERIE CITY MISSION

P.O. BOX 407
ERIE, PA 16512-0407

Phone: 814-452-4421 Fax: 814-455-8825

Application for Employment

Name _____ Date _____

Social Security Number _____ Home Phone (____) _____

Address _____ Cell Phone (____) _____

City _____ State _____ Zip Code _____ - _____

Are you at least 18 years of age? Circle one: Yes No Birthdate: _____

Can you prove you're a U.S. Citizen? Circle one Yes No

If not a U. S. Citizen, Visa No. and Expiration Date: _____ / _____ / _____

Position You Are Applying For _____

Title: _____ Salary Requirements _____

Referred By: _____ Date You Can Start ____ / ____ / ____

High School (Name, City, State) _____

Graduation Date _____

Business or Technical School (Name, City, State) _____

Dates Attended _____ Degree Earned: _____

Undergraduate College (Name, City, State) _____

Dates Attended: _____ Degree, Major: _____

Graduate School (Name, City, State) _____

Dates Attended: _____ Degree, Subject _____

Address: _____ State: _____ Zip: _____



Have you ever been convicted of a crime? Circle One: YES NO

If YES, please explain below or on an attached separate sheet of paper.

Note: A conviction will not necessarily bar you from employment. Each conviction is judged on its own merits with respect to time, circumstances, and seriousness.

Employment History – Most Recent First

Employer _____ Date Employed ____ / ____ / ____

Managers Names: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Phone: _____ Ending Salary: _____

Titles/Duties _____

Reason For Leaving: _____

Employer _____ Date Employed ____ / ____ / ____

Managers Name: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Phone: _____ Ending Salary: _____

Titles/ Duties _____

reason for Leaving: _____



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Business References

Name _____

Work Phone: _____

Home Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Relationship to You: _____

Name _____

Work Phone: _____

Home Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Relationship to You: _____

Name _____

Work Phone: _____

Home Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Relationship to You: _____



Please Read Carefully Before Signing This Form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered.
2. I authorize Erie City Mission to investigate my responses on this application and contact any or all my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any persons or organizations providing information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a physical exam and/or drug screening may be required.
4. I understand that prior to my employment I may be asked to sign a background check consent form or other documentation to facilitate my hiring. I agree to sign these forms.
5. I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.
6. **The Erie City Mission does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment based on his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The Erie City Mission likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor, customer, or volunteer). The Erie City Mission takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**
7. Regardless of whether or not I become employed by the Erie City Mission, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the Erie City Mission is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at mine or the company's option, unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written contract.

Signature of Applicant _____

Date _____

Thank you for your interest in the Erie City Mission.