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Plum Borough (Route 286)
2001 Golden Mile Highway
Pittsburgh, PA 15239
Phone: (724) 327-6800

Leechburg
1173 State Rte 356
Leechburg, PA 15656
Phone: (724) 845-8104

Employment Application

IN ORDER TO BE CONSIDERED FOR EMPLOYMENT, complete this application in its entirety including dates of employment and pay information. If you are offered employment, you will be expected to pass a drug-screening test and a criminal background check.

RESUMES, though certainly welcome, should not be submitted in place of information requested on this application.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. We consider qualified applicants without regard to race, color, sex, age, religion, national origin, marital status, disability, or any another basis prohibited by law.

PERSONAL INFORMATION

Last Name		First Name		MI	Today's Date
Street Address		City		State	Zip
Primary Phone Number ()	Secondary Phone Number ()	Email Address		Best Day/Time To Contact You	

EMPLOYMENT INFORMATION

How were you referred to us? <input type="checkbox"/> Current Employee: (Name) _____ <input type="checkbox"/> stanfordhome.com Website <input type="checkbox"/> Newspaper Ad: (Which Paper?) _____ <input type="checkbox"/> Store Sign/Walk-In <input type="checkbox"/> Friend or Relative: (Name) _____ <input type="checkbox"/> PA CareerLink <input type="checkbox"/> Other: _____		What position(s) are you applying for? <input type="checkbox"/> Cashier <input type="checkbox"/> Store Sales Associate <input type="checkbox"/> Plumbing/Electric Sales <input type="checkbox"/> Building Materials Sales <input type="checkbox"/> Warehouse, Outside Yard, Delivery Positions <input type="checkbox"/> Office or Clerical: _____ <input type="checkbox"/> Any available <input type="checkbox"/> Other: _____	
Type of employment desired? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Are You at Least Age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you ever been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates of employment:	
Expected Starting Pay	Date Available For Employment		
Are you able to prove that you are lawfully authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to work? • Monday - Friday: <input type="checkbox"/> Daylight <input type="checkbox"/> Evenings • Saturdays and Sundays: <input type="checkbox"/> Daylight <input type="checkbox"/> Evenings List any exceptions:	

CRIMINAL BACKGROUND

Have you ever pleaded guilty to or been convicted of any crime, other than traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," please list all, and give full details including date and jurisdiction: (Attach additional page if necessary.) Convictions will not necessarily exclude you from employment, but date and type of conviction will be considered for job placement. Failure to truthfully respond to this question, in full, may result in termination of employment based on the standard of trust required by Stanford Home Centers.

EDUCATION

Type of School	Name and Location of School	Courses Majored In	Circle Last Year Completed	Diploma or Type of Degree	Grade Average
High School			9 10 11 12	Diploma (or GED)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4		
Other					
Are your school or previous employment records under any name other than the one you now use? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the other name?					

WORK EXPERIENCE

Complete all information including pay and dates of employment. If you are unsure of dates of employment or pay information, estimate, and indicate information is an estimate. Begin with your Current or Most Recent Employer, and work backwards. List all employers, even if employment was long ago.

CURRENT EMPLOYER (Or Most Recent)		From: Mo./Yr.	To: Mo./Yr.	Describe your job duties and special skills
Street Address				
City, State, Zip		Starting pay rate		
Telephone ()	May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current (Final) pay		Names and titles of immediate supervisors
Job Title – Start		Number of Hours Worked Per Week?		
Job Title – Current (Or Upon Termination)		Reason for leaving or considering leaving		

PREVIOUS EMPLOYER		From: Mo./Yr.	To: Mo./Yr.	Describe your job duties and special skills
Street Address				
City, State, Zip		Starting Pay Rate		
Telephone ()	May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Pay Rate		Names and titles of immediate supervisors
Job Title – Start		Number of Hours Worked Per Week?		
Job Title – Upon Termination		Reason for leaving		

PREVIOUS EMPLOYER		From: Mo./Yr.	To: Mo./Yr.	Describe your job duties and special skills
Street Address				
City, State, Zip		Starting Pay Rate		
Telephone ()	May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Pay Rate		Names and titles of immediate supervisors
Job Title – Start		Number of Hours Worked Per Week?		
Job Title – Upon Termination		Reason for leaving		

WORK EXPERIENCE (continued)

PREVIOUS EMPLOYER	From: Mo./Yr.	To: Mo./Yr.	Describe your job duties and special skills
Street Address			
City, State, Zip	Starting Pay Rate		
Telephone () May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Pay Rate		Names and titles of immediate supervisors
Job Title – Start	Number of Hours Worked Per Week?		
Job Title – Upon Termination			Reason for leaving

PREVIOUS EMPLOYER	From: Mo./Yr.	To: Mo./Yr.	Describe your job duties and special skills
Street Address			
City, State, Zip	Starting Pay Rate		
Telephone () May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Pay Rate		Names and titles of immediate supervisors
Job Title – Start	Number of Hours Worked Per Week?		
Job Title – Upon Termination			Reason for leaving

PREVIOUS EMPLOYER	From: Mo./Yr.	To: Mo./Yr.	Describe your job duties and special skills
Street Address			
City, State, Zip	Starting Pay Rate		
Telephone () May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Pay Rate		Names and titles of immediate supervisors
Job Title – Start	Number of Hours Worked Per Week?		
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City, State, Zip	Starting Pay Rate		
Telephone () May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Pay Rate		Names and titles of immediate supervisors
Job Title – Start	Number of Hours Worked Per Week?		
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