



EMPLOYMENT APPLICATION FOR KIDSPACE AND ITS AFFILIATES

NAME _____ DATE _____

Please read carefully and complete by printing clearly in ink or typing. Return completed application to:

KidsPeace
Attn: Human Resources
National Headquarters
4085 Independence Drive
Schnecksville, PA 18078
Fax: 610-799-7068
Website: www.kidspeace.org

Please provide all information requested:

Your completed application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application for an open position at any time.

An Equal Opportunity Employer:

- We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, sexual preference/orientation, marital status, or status as a disabled veteran or Vietnam-era veteran. Information provided on this application will not be used for any discriminatory purpose.
- Our employment objective is to recruit personnel who have high occupational qualifications, who can cooperatively and competently carry out our work, and who have capacity for growth.
- A satisfactory report of work experience and relevant personal history in the form of three references is required. A successful completion of a post-job offer physical examination, drug screen panel, tuberculosis skin test, and Child Abuse Clearance Form is also required.
- Since it is the desire of our organization to have associated with it the most capable individuals, a complete and thorough research is made of every applicant before acceptance for employment.

**“OUR MISSION: TO GIVE HOPE, HELP AND HEALING TO CHILDREN, FAMILIES
AND COMMUNITIES.”**

Last Name	First	Middle	SSN:
			Email Address:
Street Address			Telephone No. Primary: Secondary:
City	State	Zip Code	Salary Expected:

Type(s) of Work Desired:

Full Time Part Time

Date Available To Begin: _____

May we contact your present employer regarding your qualifications; character; etc..?

Yes No

How were you referred to KidsPeace: (circle all that apply)

- | | |
|-------------------------------------|--------------------------------|
| A. College/University | F. Employment Agency |
| B. Advertisement | G. Military Service |
| C. Resume or letter | H. Walk-In |
| D. Internet Site | I. Open House |
| E. Current Associate: _____
Name | J. Other: _____
Please list |

EDUCATIONAL HISTORY:

If any of your educational or employment records are under a name other than the one above, please provide other name(s) _____.

SCHOOL NAME	LOCATION (CITY,STATE)	MAJOR COURSE OR SUBJECT	GRADUATED YES / NO	DEGREE
HIGH SCHOOL/GED				
TECHNICAL/TRADE				
COLLEGE (LIST ALL)				
OTHER EDUCATION/TRAINING INCLUDE MILITARY TRAINING				

ACTIVITIES:

Exclude those activities which may indicate race, color, religion, sex, national origin, age, sexual preference/orientation, handicap, or Vietnam-era veteran status.

Professional memberships, certificates, or licenses held:

Past and present organizational activities - include offices held:

Hobbies & Special Interests:

SPECIAL SKILLS (Please attach additional information if necessary)

Computer Skills: Hardware/Software:

Please list other skills and/or equipment/language experience you have acquired that could be applied to your position:

PROFESSIONAL/PERSONAL REFERENCES

List at least two professional references and one personal reference not related to you, who have knowledge of your qualifications for the position for which you are applying. Individuals listed here may be called for a verbal reference or may submit a written reference.

Name	Title/Relationship	Address	Contact
			Phone:
			Email:
			Phone:
			Email:
			Phone:
			Email:
			Phone:
			Email:
			Phone:
			Email:

EMPLOYMENT RECORD

Starting with present or most recent, list all previous employers. Include self-employment, summer and part-time jobs. If more space is required, please continue on a separate sheet. **You may attach your resume, but the application must be completed.**

Present or most recent employer	Type of business	Title or job classification
Street Address	Phone no.	Brief description of job duties
City State	Zip Code	
Supervisor's name and Title	Phone no.	
Base Salary Dates worked From To	Reason for leaving	

Company Name	Type of business	Title or job classification
Street Address	Phone no.	Brief description of job duties
City State	Zip Code	
Supervisor's name and Title	Phone no.	
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Supervisor's name and Title	Phone no.	
Base Salary Dates worked From To	Reason for leaving	

MISCELLANEOUS

Were you ever previously employed by KidsPeace or its Affiliates? Yes No

If yes, when and in what program/position?

Are you at least 21 years of age? Yes No

Do you have any relative(s) currently employed by KidsPeace or its Affiliates? Yes No
Name:

Relationship:

Have you ever been or are currently excluded, debarred, suspended or otherwise ineligible to participate in Federal health care programs or in Federal procurement or non procurement programs; or have been convicted of a criminal offense that falls within the ambit of 42 USC 1320a-7(a), but has not been excluded, debarred, suspended, or has otherwise been declared ineligible. Yes No

Have you ever been convicted, pleaded guilty, or No Contest to any felonies, misdemeanors, or summary charges?

***Conviction will not necessarily disqualify an applicant from employment. All records are reviewed as related to the job/position applied for. Be honest. KidsPeace is generally as interested in honest and accurate disclosure as the record itself.

Yes No

If yes, please describe type and date of conviction _____

Have you ever been accused, involved and/or a party to a report of child abuse?

Yes No

If yes, please provide a description and date of such actions _____

Will visa or immigration status prevent lawful employment? Yes No

(Proof of citizenship or immigration status will be required upon employment)

Would you be willing to work other than the day shift? Yes No

If yes, which shift?
(other shifts include middle shift and night shift) _____

Will you work overtime if asked? Yes No

I hereby certify that the answers and other information on this application are true and correct. I understand any misrepresentation or omission of facts on my part will be justification for separation from KidsPeace or its Affiliates service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my eligibility and my employment will be employment at will.

As an at will employee, I understand that just as I am free to resign at any time, KidsPeace or its Affiliates reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of KidsPeace or its Affiliates has the authority to make any assurance to the contrary.

The information I have furnished on this application is true and complete. I hereby certify to KidsPeace and its Affiliates that I will maintain my legal immigrant and non-immigrant status with the U.S. Immigration and Naturalization Service.

Signature of Applicant

Date

WAIVER FOR APPLICANT / EMPLOYEE POLICE CHECK

I, _____, do waive the right of confidentiality of police records and do request that all police files be open to KidsPeace and its Affiliates.

Signature: _____

Date: _____

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, sexual preference/orientation, medical condition, handicap, or any other legally protected status.

We comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in Confidential Files and are not a part of your Application for Employment or personnel file.

Please Note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT EFFECT ANY EMPLOYMENT DECISION.

NAME: _____

CURRENT JOB: _____

CURRENT DATE: _____ DATE OF BIRTH: _____

CHECK ONE: MALE FEMALE

CHECK ONE OF THE FOLLOWING: (ETHNIC ORIGIN)

- | | | | |
|--------------------------|----------|--------------------------|--------------------------------|
| <input type="checkbox"/> | WHITE | <input type="checkbox"/> | ASIAN/PACIFIC ISLANDER |
| <input type="checkbox"/> | BLACK | <input type="checkbox"/> | AMERICAN INDIAN/ALASKAN NATIVE |
| <input type="checkbox"/> | HISPANIC | | |

MOTOR VEHICLE INFORMATION

The ability to legally operate and drive a motor vehicle is an essential function for the majority of positions within KidsPeace. Any misrepresentation, omission of facts, or unsatisfactory motor vehicle report may be justification for termination. KidsPeace may conduct and review motor vehicle reports on randomly selected employees on an annual basis.

Please answer the following questions:

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Is your current driver's license suspended or revoked? | _____ | _____ |
| 2. Have you been found guilty of driving while intoxicated, reckless driving, hit and run, illegal drug use, or negligent homicide? | _____ | _____ |
| 3. Have you had three or more accidents during the last three years? | _____ | _____ |
| 4. Does your driving record include capital violations such as homicide or assault with a motor vehicle or theft of a motor vehicle? | _____ | _____ |

Name: _____

Driver's License Number: _____

State License is Issued In: _____

License Plate Number: _____