



## EMPLOYMENT APPLICATION FOR KIDSPeACE AND ITS AFFILIATES:

KidsPeace National Centers, Inc.  
KidsPeace National Children's Hospital, Inc.  
KidsPeace National Centers of Pennsylvania, Inc.  
KidsPeace National Centers of North America, Inc.  
KidsPeace National Centers of New England, Inc.  
KidsPeace National Centers of Georgia, Inc.  
KidsPeace Mesabi Academy, Inc.  
KidsPeace Services, Inc.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

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

***KidsPeace National Centers for Kids Overcoming Crisis  
Attn: Human Resources  
National Headquarters  
4085 Independence Drive  
Schnecksville, PA 18078  
Telephone: 610-799-7723  
Fax: 610-799-7068  
Website: [www.kidspeace.org](http://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.
- Many requirements are taken into account when new employees are selected by our organization. When we attempt to name a few of them specifically, the ability of a person to get along well with his/her associates always stands out as a prime requirement. Closely allied with this is something we call character. Other considerations are the candidate's skill, experience, and his/her dependability.
- 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 VISION: TO BE THE PREMIER PROVIDER OF SERVICES TO HELP  
KIDS FACING CRISIS BY OFFERING EXEMPLARY PROGRAMS,  
OPERATIONAL EXCELLENCE AND LEADERSHIP  
EVERYWHERE.”**

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

**Type(s) of Work Desired:**

\_\_\_\_\_

Full Time
  Part Time

**Date Available:** \_\_\_\_\_

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

Yes
  No

**How were you referred to KidsPeace:**

- |                               |                      |
|-------------------------------|----------------------|
| A. By your 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 Employee: _____    | J. Other: _____      |
| Name                          | 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:*

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*Past and present organizational activities - include offices held:*

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*Hobbies & Special Interests:*

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**SPECIAL SKILLS (Please attach additional information if necessary)**

**Office/Clerical Work**

Typing:  Yes Words per minute: \_\_\_\_\_

Dictation:  Yes Words per minute: \_\_\_\_\_

Computer Skills:

Hardware/Software: \_\_\_\_\_  
\_\_\_\_\_

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

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**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.

Name	Title/Relationship	Address	Contact
			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 an application must be completed as well.

<b>Present or most recent employer</b>	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	

<b>Company Name</b>	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	

<b>Company Name</b>	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	

<b>Company Name</b>	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	

**MISCELLANEOUS**

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

If yes, when and in what program/position?

If you are under 18, can you furnish a work permit?  Yes  No  Not applicable

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.

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Signature of Applicant

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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 will 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: \_\_\_\_\_



**EMPLOYMENT REFERENCE**

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

The applicant named above has applied for employment at KidsPeace or one of our Affiliates: KidsPeace National Centers, Inc.; KidsPeace National Children’s Hospital, Inc.; KidsPeace National Centers of Pennsylvania, Inc.; KidsPeace National Centers of North America, Inc.; KidsPeace National Centers of New England, Inc.; KidsPeace National Center of New York, Inc.; KidsPeace National Centers of Georgia, Inc.; KidsPeace Mesabi Academy, Inc.

KidsPeace requires written references for all potential new employees. Accordingly, the above named applicant has selected you to provide a written reference as part of his/her application process. Please include in your reference a brief description of the applicant’s character, work performance, dependability, and quality of work. Include areas of strength, as well as, areas that may need development. Use the back of the page or attach additional pages.

Thank you for you time and assistance.

Please return completed form to : **KidsPeace, Human Resources Dept.  
National Headquarters  
4085 Independence Drive  
Schnecksville, PA 18078**

\_\_\_\_\_  
Reference Signature Title Date



## EMPLOYMENT REFERENCE

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

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\_\_\_\_\_  
Reference Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**EMPLOYMENT REFERENCE**

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

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Reference Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_