

Sugar Valley Lodge, Inc.
190 Sugar Valley Lane
Franklin, PA 16323
(814) 346-0352

Employment Application

Applicants are considered for positions without regard to race, creed, religion, color, national origin, ancestry, sex sexual preference, age or handicap. If you need help filling out this application, please see Administration for help.

Position(s) Applied for: _____ Application Date: _____

Referred to Sugar Valley Lodge for Employment by: _____

Personal Information

Last name: _____ First name: _____ Middle: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____ Home Telephone: _____ Cellphone number: _____

If you former employment, reference, education or military service may be under a name other than above, please indicate: _____

Are you legally eligible for employment in the United States? YES NO

Proof of citizenship or immigrant status will be required upon employment.

Date available for work: _____

For what shifts are you available: 6am-2pm 2pm-10pm 10pm-6am

Number of hours per week desired: Maximum: _____ Minimum: _____

Have you applied for employment with Sugar Valley Lodge in the past? YES NO

Professional License or Certification Number (if applicable)

Has disciplinary action ever been taken against you by your professional licensing/certifying body? YES NO

If "Yes", describe on back of this page.

Please list any professional/community organizations with which you are affiliated. You may exclude organizations that indicate race, religion, national origin, disability or other protected status.

Have you ever pleaded guilty to or been convicted of any legal violation other than a misdemeanor or summary offense?

YES

NO

If "yes" describe on back of this page.

Have you lived in the State of Pennsylvania for the past two calendar years without interruption? YES NO

Is there any reason known to you why you could not consistently and properly meet the physical and emotional demands of the job for which you are applying? YES NO

If "Yes", how might we accommodate you?

Continue on separate sheet, if necessary.

Education

Level:	Name and Location of School Course of Study:	Diploma, Degree, Certificate:
High School	<hr/>	<hr/>
Collage	<hr/>	<hr/>
Business Trade/ Technical	<hr/>	<hr/>
Graduate School	<hr/>	<hr/>

Military History

Have you served in the U.S armed Forces: YES NO

If "Yes" what branch: _____ Dates served: _____

Describe any training relevant to the position for which you are applying:

Employment History

Please provide an accurate and complete employment record. Begin with your present or most recent employer. Use separate sheet if necessary.

Employer: _____

Address: _____

Telephone number: _____ Job Title: _____

Supervisor: _____ Dates Employed: From _____ to _____

Hourly rate: _____ Work performed: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Telephone number: _____ Job Title: _____

Supervisor: _____ Dates Employed: From _____ to _____

Hourly rate: _____ Work performed: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Telephone number: _____ Job Title: _____

Supervisor: _____ Dates Employed: From _____ to _____

Hourly rate: _____ Work performed: _____

Reason for Leaving: _____

Reference
(Other than employers)

Name: _____ Address: _____

Telephone number: _____ Relationship: _____

Name: _____ Address: _____

Telephone number: _____ Relationship: _____

Name: _____ Address: _____

Telephone number: _____ Relationship: _____

I verify that the information provided in this application is true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event that I am employed, I understate that any false or misleading information I knowingly provided may result in discharge. I also understand that if I am employed, I am required to abide by all rules and regulations or the employer and that neither this document nor any offer of employment constitutes and employment contract unless a specific document is executed in writing by the employer and employee.

Date: _____ Signature: _____

This form will be retained by Sugar Valley Lodge, Inc. for one year from the date of application.

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Reference Form

For applicant

Please indicate what you think your
Employer/previous employers will say
With regard to your job performance
In the following areas:

Attendance:

Competence:

Interpersonal Relationships:

Attitude:

Motivation:

Reason for leaving:

I authorize Sugar Valley Lodge, Inc. to
contact present. Prior employers to
obtain information related to my
work performance.

Signature

Date

Employer (to whom this applies)

For Employer/Previous Employer

Please check "verify" or
"cannot verify" as applicable to
you employee/former employee

Verify

Cannot Verify

Verify

Cannot Verify

Verify

Cannot Verify

Verify

Cannot Verify

Verify

Cannot Verify

Verify

Cannot Verify

Would you rehire? YES NO

Comments: _____

Name: _____

Title: _____

Company/ Organization: _____

Date: _____

Please complete a separate form for each employer