



83 South Commerce Way
Suite 350
Bethlehem, PA 18017

Phone: (484) 893-5050
Fax: (610) 717 5740
www.humanworksaffiliates.com

APPLICATION FORM

(COMPLETE INFORMATION REQUESTED ON ALL PAGES ATTACHED)

Date: _____ Position(s) applying for: _____

Were you ever employed by Spectrum Community Services, Inc.? Yes No If yes, when? _____

Personal Data

Name: _____ Telephone Number: () _____

Address: _____
(City) (State) (Zip Code)

Referred by: _____
(If newspaper, please specify which paper; if website, list specific website;)

Email Address: _____

How many consecutive years/months have you resided in Pennsylvania? _____ yrs _____ months

Do you have the legal right to work and remain in the United States? Yes No

Are you able to perform the duties of the position you have applied for in a reasonable and safe manner?

Yes No If no, please explain: _____

Did you serve in any military branch? Yes No If yes, in what capacity? _____

Have you ever been convicted of a crime? Yes No If yes, please explain: _____

(Please note: Conviction will not necessarily disqualify applicant.)

Do you have a valid driver's license: ? Yes No Issued by what state? _____ Exp date _____

Have you ever been terminated or suspended from any previous employment? Yes No
If yes, describe the circumstances:

Education and Training

(List name of school, location, and course of study) _____ Diploma obtained?

High School: _____ Yes No

College: _____ Yes No

Other: _____ Yes No

Certificates/licenses: _____
(Identify)



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Employment History

(Begin with most recent position)

(1) Employer's Name: _____ May we contact? Yes No
Dates employed: from _____ to _____ Position: _____
Address/Street Number: _____
City/State/Zip Code: _____
Telephone Number: () _____ Supervisor's name: _____
Annual salary: _____ or hourly rate: _____ Starting salary: _____ Final salary: _____
Reason for leaving: _____

(2) Employer's Name: _____ May we contact? Yes No
Dates employed: from _____ to _____ Position: _____
Address/Street Number: _____
City/State/Zip Code: _____
Telephone Number: () _____ Supervisor's name: _____
Annual salary: _____ or hourly rate: _____ Starting salary: _____ Final salary: _____
Reason for leaving: _____

(3) Employer's Name: _____ May we contact? Yes No
Dates employed: from _____ to _____ Position: _____
Address/Street Number: _____
City/State/Zip Code: _____
Telephone Number: () _____ Supervisor's name: _____
Annual salary: _____ or hourly rate: _____ Starting salary: _____ Final salary: _____
Reason for leaving: _____

(4) Employer's Name: _____ May we contact? Yes No
Dates employed: from _____ to _____ Position: _____
Address/Street Number: _____
City/State/Zip Code: _____
Telephone Number: () _____ Supervisor's name: _____
Annual salary: _____ or hourly rate: _____ Starting salary: _____ Final salary: _____
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EMPLOYEE REFERENCE FORM

THE UNDERSIGNED, has made application for employment with Spectrum Community Services, Inc.

THE UNDERSIGNED, in the course of such application for employment, hereby executes this Authorization for Spectrum Community Services, Inc. to request information concerning the applicant from all previous employers of the applicant and the applicant, by execution hereof, does hereby specifically authorize the release of such information as requested by Spectrum Community Services, Inc. from the previous employers of the undersigned as in its descretion, may require in reviewing and considering the applicant of the undersigned for employment.

By execution of this Authorization, the undersigned specifically relieves the employer as well as its agents, officers, employees, its successors from any claim, demand, liability, suit, judgment or action of any kind by release of information pursuant to this Authorization.

I was employed from _____ to _____ at _____.

My position was _____ and my last salary was _____.

Applicant Name (Print)

Applicant Signature

(This section to be completed by person providing reference)

EMPLOYMENT EVALUATION

ATTENDANCE _____
PUNCTUALITY _____
CHARACTER _____
COMPATIBILITY _____
JOB KNOWLEDGE _____
COMPETENT TO PERFORM DUTIES _____
QUALITY OF WORK _____
HONESTY _____
PERSONAL APPEARANCE _____
ELIGIBLE FOR RE-HIRE YES NO

LEGEND
1=EXCELLENT
2=GOOD
3=SATISFACTORY
4=FAIR
5=POOR

REASON FOR LEAVING _____

Completed by: _____

Title: _____

Date: _____

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