



701 Rouse Avenue
Youngsville, Pa. 16371
(814) 563-7565 Fax (814) 563-9049
www.rouse.org

Application for Employment

The entire application **MUST** be completed. Incomplete applications will **not** be considered.

Rouse is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, religion, sex, national origin, or disability. Rouse complies fully with all applicable federal and Pennsylvania laws affecting equal employment opportunity. Employment decisions at Rouse are made solely on the merits of an individual's qualifications. Our stated policy is to consider applicants for employment and to conduct personnel actions in full compliance with the spirit and practices of all fair employment practice laws.

Date _____

PERSONAL INFORMATION

NAME _____
Last First Middle Initial

PRESENT ADDRESS _____
Street City State Zip

PHONE NUMBER _____ SOCIAL SECURITY # _____

EMERGENCY CONTACT _____
Name Relationship Phone Number

Have you ever been employed or attended school by any other name? If so, please specify name/names used _____

Are you? _____ United States Citizen
_____ a national of the United States
_____ an alien lawfully admitted for permanent residence
_____ an alien authorized to be hired for employment for which you are applying

Offers of employment shall be contingent upon providing documentation of eligibility for employment in the United States.

EDUCATION AND TRAINING

Name of School	Location of School	Did you graduate?	Subject studied or degrees awarded
(High School)			
(College/University)			
(Trade/Technical School)			
(Other Education/Training)			

Please indicate last grade of high school completed: _____

Please list any special skills you possess or machine/equipment you can operate: (i.e. keypunch, transcriber, adding machine, computer) _____

Approximate number of WPM (if applicable): Keyboard _____ Shorthand _____

Licensed/Registered Personnel: (RN,LPN, etc.) Current License # _____
 (Do not list driver's license information here.) Date License Issued _____
 Expiration Date _____

Were you in the Armed Services? Yes _____ No _____
 If yes, Dates of Duty: From _____ To _____
 List military duties pertinent to potential job sought: _____

POSITION DESIRED

Position Desired _____

Position Location: Rouse Home _____ Suites at Rouse _____ Henry Rouse _____
 Children's Center

Status: Full Time _____ Part Time _____ Summer Help _____ Weekend Only _____

Shift: Day _____ Evening _____ Night _____

If your application is considered favorably, on what date will you be available for work?

Employer: _____ Full or Part Time?
(Circle One)

Employer Address: _____

Employer Phone: _____ Position Title: _____

Dates of Employment: From _____ To _____
(month/year) (month/year)

Starting Salary/Pay: _____ Final Salary/Pay: _____

Immediate supervisor: _____ Reason For Leaving: _____

Give brief description of work performed: _____

REFERENCES

(Please do not list family members as references.)

NAME	ADDRESS/PHONE	BUSINESS	YEARS ACQUAINTED

GENERAL INFORMATION

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please list charge count and date: _____

Do you have a history of or conviction of a violent crime? Yes _____ No _____

(Conviction will not necessarily disqualify an applicant from employment.)

Have you ever been dismissed from employment due to abuse of clients and/or residents?

Yes _____ No _____

If yes, please explain _____

Do you smoke? _____ Yes _____ No

NOTE: Please add any other comments in the "Comments" section.

COMMENTS

READ CAREFULLY BEFORE SIGNING:

“I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire or, if hired, dismissal. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such information. In consideration of my employment and my being considered for employment by Rouse, I agree to conform to the rules and regulations of Rouse, “including consent to the hours of work scheduled by Rouse under the “Fair Labor Standards Act” and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by The Rouse Estate at any time, at Rouse’s sole option and without any prior notice to me. I further acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without cause, and with or without proper notice, at any time, at the option of Rouse or myself. I understand that no representative of Rouse has any authority to enter into any agreement for employment for any specified period of time, or assure to make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing. I understand that an offer of employment is contingent upon satisfactory completion of the following: a two-step tuberculosis test, drug screening, alcohol screening, and an employment physical examination which shall be considered only in compliance with the Federal Rehabilitation Act, the Americans With Disabilities Act, and the Pennsylvania Human Relations act; and that any information received from such examination/test/screening shall be considered by the employer to be a confidential medical record and treated as such. I further understand that, if employed, I will be subject to an initial evaluation period during which I may be terminated without notice. I acknowledge that I have been advised that this application will remain active for no more than twelve (12) months from the date it was made.”

Signature

Date

Rouse
701 Rouse Avenue
Youngsville, Pa. 16371

EMPLOYMENT REFERENCE INQUIRY

RELEASE: Having made application for employment with Rouse, I hereby authorize my former employers and references listed to provide information from my records of employment including dates of employment, performance evaluations, health and absenteeism records, and any other information Rouse may have concerning my employment. **(Please sign & date only.)**

Signature Date

To: _____ Regarding: _____

The above named applicant has applied to us for a position as a(n) _____. Please provide the following information regarding his/her capabilities and qualities and accept our gratitude for your kindness and timeliness.

HR Representative Date

Applicant's Previous Position: _____
Dates of Employment: From _____ To _____

Please Check Appropriate Response:

How were applicant's services in general? Poor___ Fair___ Good___
Was the applicant willing to help/display teamwork? Yes___ No___
Was the applicant punctual? Yes___ No___
How was the applicant's attendance? Poor___ Fair___ Good___
Applicant's reason for leaving? _____

Other remarks: _____

Reference completed by: _____
Title: _____ Date: _____

REQUEST FOR CRIMINAL RECORD CHECK

I understand that by providing the required information below I am giving permission for Rouse to obtain a Criminal Record Background check on me for employment purposes.

Last Name	First Name	Middle Name
Maiden Name/Alias	Social Security Number	Date of Birth

Signature

Date

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RESIDENCY VERIFICATION

I attest that I have been a resident of the Commonwealth of Pennsylvania for the last two (2) years (immediately preceding application for employment) without interruption.

Applicant Signature

Date

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CRIMINAL RECORD VERIFICATION

I attest that I have not had any convictions based on the attached information (see “Prohibitive Criminal Offenses” attachment) and attest that all information contained in the application is true and correct to the best of my knowledge.

Applicant Signature

Date

Prohibitive Criminal Offenses

Offense Code	Prohibitive Offense	Type of Conviction
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson & Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft by Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft by Deception	1 Felony or 2 Misdemeanors
CC3923	Theft by Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft by Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft by Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas/Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3933	Unlawful Use of a Computer	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Document by Deception	Any
CC4302	Incest	Any
CC4303	Concealing the Death of a Child	Any
CC4304	Endangering the Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any

CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene & Other Sexual Materials to Minors	Any
CC5903D	Obscene & Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A36	Illegal Sale of Non-Controlled Substance	Felony
CS13A37	Designer Drugs	Felony