



# The Rouse Estate

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

## Application for Employment

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

The Rouse Estate is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, religion, sex, national origin, or disability. The Rouse Estate complies fully with all applicable federal and Pennsylvania laws affecting equal employment opportunity. Employment decisions at The Rouse Estate 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: Keyboard \_\_\_\_\_ Shorthand \_\_\_\_\_

Licensed/Registered Personnel: (RN,LPN, etc.) Current License # \_\_\_\_\_  
 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 \_\_\_\_\_ Temporary  
 Shift: \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_ Night

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

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, may we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Were you previously employed by the Rouse Estate? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, Dates \_\_\_\_\_ What Department? \_\_\_\_\_  
 Is this job supplement to another job you already have? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Do you have a relative employed by the Rouse Estate? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, \_\_\_\_\_  
 Name Relationship Department

### EMPLOYMENT HISTORY

NOTE: Incomplete applications will not be processed. Please list all related experience (you may include significant volunteer experience). Also, under "Comments", account for any time not spent in school, military, or employment. List your last three employers, starting with the most recent.

Employer: \_\_\_\_\_ Full or Part Time?  
 (Circle One)

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
 (month/year) (month/year)

Starting Salary/Pay: \_\_\_\_\_ Final Salary/Pay: \_\_\_\_\_  
 Immediate supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
 Give brief description of work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employer: \_\_\_\_\_ Full or Part Time?  
 (Circle One)

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
 (month/year) (month/year)

Starting Salary/Pay: \_\_\_\_\_ Final Salary/Pay: \_\_\_\_\_  
 Immediate supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
 Give brief description of work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employer: \_\_\_\_\_ Full or Part Time? \_\_\_\_\_  
(Circle One)

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
(month/year) (month/year)

Starting Salary/Pay: \_\_\_\_\_ Final Salary/Pay: \_\_\_\_\_

Immediate supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Title: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

Give brief description of work performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### REFERENCES

NAME	ADDRESS/PHONE	BUSINESS	YEARS ACQUAINTED

### GENERAL INFORMATION

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please 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 \_\_\_\_\_

\_\_\_\_\_

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

Do you smoke? \_\_\_\_\_ Yes \_\_\_\_\_ No

### 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 to in this application to give you an 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 The Rouse Estate, I agree to conform to the rules and regulations of The Rouse Estate, “including consent to the hours of work scheduled by The Rouse Estate 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 The Rouse Estate’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 The Rouse Estate or myself. I understand that no representative of The Rouse Estate 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 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 an examination 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.”

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Signature

Date