

Outside In

To the Fullest...

Application for Employment

If returning by email, send to: administration@myoutsidein.org

If returning by mail, send to: Outside In, P.O. Box 639, Greensburg, PA 15601

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

(Please Print)

Date of Application _____

Position(s) Applied for _____

Referral Source: New paper Company Website Other Web source _____
 Current Employee Name: _____

NAME _____
Last _____ First _____ Middle _____

ADDRESS _____
Number _____ Street _____ Apt # _____ City _____ State _____ Zip _____

PHONE (Primary) _____ PHONE (Secondary) _____

EMAIL ADDRESS _____

	YES	NO
Have you filed an application with <i>Outside In</i> before? If yes, give date _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by <i>Outside In</i> before? If yes, give date _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you employed now?	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your present employer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment)	<input type="checkbox"/>	<input type="checkbox"/>
Are you available to work <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary	<input type="checkbox"/>	<input type="checkbox"/>
Are you on a lay-off and subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel if a job requires it?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of a felony or misdemeanor other than parking or a minor traffic violation? (Criminal conviction may be relevant if job related, but does not bar you from employment. A criminal background check, Act 34, will be conducted)	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain. _____		
Have you ever been convicted of an offense related to the abuse of children, or of a violent or assaultive behavior? (A child abuse check, Act 33 will be conducted)	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain. _____		
Do you Drive? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a valid Pennsylvania Driver's License?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had any traffic convictions in the last two years?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, explain. _____		

AN EQUAL OPPORTUNITY EMPLOYER

Outside In School of Experiential Education, Inc.

COMMUNITY SERVICES: P.O. Box 639 • Greensburg, PA 15601 • 724-837-1518 • 724-837-0801 Fax

RESIDENTIAL CAMPUS: 1050 Fort Palmer Road • Bolivar, PA 15923 • 724-238-8441 • 724-238-3748 Fax

EMPLOYMENT HISTORY

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below. List below in comments section any employers you are not able to list in spaces below.

Employer	Telephone ()	Dates Employed From To Hourly Rate Starting \$ Final \$	Summarize the nature of the work performed and job responsibilities
Address			
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone ()	Dates Employed From To Hourly Rate Starting \$ Final \$	Summarize the nature of the work performed and job responsibilities
Address			
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone ()	Dates Employed From To Hourly Rate Starting \$ Final \$	Summarize the nature of the work performed and job responsibilities
Address			
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

COMMENTS (including explanation of any gaps in employment - use additional paper if necessary)

EDUCATIONAL BACKGROUND

School Name Years Completed (Circle)	Elementary 4 5 6 7 8	High School 9 10 11 12	College 1 2 3 4	Graduate/Professional 1 2 3 4
				Year Graduated:
Diploma/Degree Describe Course of Study				

Describe Specialized Training, Apprenticeship skills, and extra-curricular activities:

Honors Received:

**Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT
THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES NO

PROFESSIONAL REFERENCES

Give complete name, address and telephone number of three professional references who can verify your professional abilities and capabilities. (Examples of acceptable references are professors, supervisors, co-workers, customers, internship supervisors, co-op teachers, etc.)

1.

(Name) (Phone #) (Type of Professional Relationship)

(Street) (City) (State) (Zip)

2.

(Name) (Phone #) (Type of Professional Relationship)

(Street) (City) (State) (Zip)

3.

(Name) (Phone #) (Type of Professional Relationship)

(Street) (City) (State) (Zip)

AGREEMENT

I understand that any employment by *Outside In* will be on a 120 day introductory/probationary period.

I certify that answers herein are true and complete to the best of my knowledge.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from employment by *Outside In*, if at the time of discovery of the misrepresentation I have been employed by *Outside In*. I understand that I am free to resign at any time and that *Outside In* reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no employee or agent of *Outside In* has the authority to make any contrary assurances.

I give *Outside In* the right to investigate all references and to secure additional information about me if job related. I hereby release from liability *Outside In* and its representatives for seeking such information and all other parties, corporations, or organizations for furnishing such information. References attained are held in strict confidence from the applicant.

Outside In is an Equal Opportunity Employer and as such does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on the basis prohibited by local, state, or federal law.

Signature of Applicant _____ Date _____