

JJC Family Services  
100 W. Coulter Street, Philadelphia, Pa. 19144-3402

**APPLICATION FOR EMPLOYMENT**

We consider applications for all positions without regard to race, color, sex, religion, national origin, age, marital status or veteran status, the presence of a non-job related medical condition or handicap, or any other protected status.

PLEASE PRINT

Position(s) Applied For	Date of Application		
How Did You Learn About JJC?			
Last Name	First Name	Middle Name	
Address: Street	City	State	Zip Code
Contact information: Home: Work: Cell: Email address:	Social Security Number		

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

Have you ever filed an application with us before?  Yes  No

Have you ever been employed with us before?  Yes  No  
If "Yes", give date \_\_\_\_\_

Are you currently employed?  Yes  No  
If "Yes", give date \_\_\_\_\_

May we contact your current employer?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you able to work:  Full Time?  Part Time?  Temporary?

Do you have a valid driver's license?  Yes  No

Do you have an insured, registered and inspected automobile?  Yes  No

Do you have "Act 33" clearances not older than 60 days?\*

- Criminal History
- Child Abuse
- FBI

\*Please note that all clearances cannot be dated 60 days or older prior to start date and must be submitted to Human Resources Department prior to start date.

**EMPLOYMENT EXPERIENCE**

Please start with your present or most recent job.

<b>EMPLOYER (1)</b>	DATES EMPLOYED		<b>WORK PERFORMED</b>
ADDRESS	FROM	TO	
TELEPHONE	HOURLY RATE/SALARY		
JOB TITLE	STARTING	FINAL	
SUPERVISOR			
<b>EMPLOYER (2)</b>	DATES EMPLOYED		<b>WORK PERFORMED</b>
ADDRESS	FROM	TO	
TELEPHONE	HOURLY RATE/SALARY		
JOB TITLE	STARTING	FINAL	
SUPERVISOR			
<b>EMPLOYER (3)</b>	DATES EMPLOYED		<b>WORK PERFORMED</b>
ADDRESS	FROM	TO	
TELEPHONE	HOURLY RATE/SALARY		
JOB TITLE	STARTING	FINAL	
SUPERVISOR			
<b>EMPLOYER (4)</b>	DATES EMPLOYED		<b>WORK PERFORMED</b>
ADDRESS	FROM	TO	
TELEPHONE	HOURLY RATE/SALARY		
JOB TITLE	STARTING	FINAL	
SUPERVISOR			

**EDUCATION**

	School Name/Location	Years Completed	Degree Awarded
<b>High School</b>			
<b>Undergraduate/College</b>			
<b>Graduate/Professional</b>			
Describe any specialized training skills and abilities you have acquired from employment, education or other experience (include any foreign language you can speak, read and/or write).			
Describe any honors you have received.			
Do you think you might need any physical assistance, or any physical modifications to building and/or equipment, in order for you to do your job? Yes [ <input type="checkbox"/> ]      No [ <input type="checkbox"/> ]      If yes, please describe:			

**REFERENCES**

Give name, address, and telephone number of three references who are not related to you. Two must be employment related (must be supervisors, not co-workers) and one must be able to verify education.

Name	Company	Address	Telephone
1.			
2.			
3.			

**PREVIOUS HOME ADDRESSES**

If at any point during the five years immediately preceding this application, you have lived at an address (addresses) other than that listed on page 1 of this application, please show below:

Address (show house/apt #, street, city, state and zip)	From (date)	To (date)

You are required to submit clearances in respect of all states in which you have lived during these five years.

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge and that I am physically able to perform the duties for the job for which I am applying. I understand that, if applicable, employment may be contingent upon successful completion of a physical examination.

I authorize investigation of all statements contained in this application for employment, as well as documentation submitted, as may be necessary in arriving at an employment decision including the following:

- Previous employment
- Previous addresses
- Educational credentials (verification of degree, official transcripts, dates of enrollment) and certificates
- Licenses
- Criminal and FBI background check from Pennsylvania
- Child Abuse clearance
- Criminal and child abuse checks from other states in which you have lived during the previous 5 years
- References
- Driving history

This application for employment shall be considered active for a period not to exceed 60 days. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Juvenile Justice Center of Philadelphia.

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Signature of Applicant  
*Empapp.doc*

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Date

7/11