



1 International Plaza Drive (Suite 550 /533) | Philadelphia, PA 19153 "Putting families at ease, as we work together."

Fill out this **EMPLOYMENT APPLICATION** using your personal information. Include all applicable information and addresses.

PLEASE NOTE: Complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Name and Address			
Name (First, MI, Last):		Social Security Number:	DOB:
Home Address:		Position Applied For: DSP <input type="checkbox"/> ADMIN <input type="checkbox"/> CASE MGR <input type="checkbox"/> Other: _____	
City, State, and Zip Code:			
Home Phone:	Cell Phone:	County:	
E-mail Address:		May we use e-mail to contact you? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Additional Information			
Have you been an employee of this organization in the past? Yes <input type="checkbox"/> No <input type="checkbox"/>			
I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration). ** Yes <input type="checkbox"/> No <input type="checkbox"/>			
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. ** Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? ** Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please explain			
** These questions must be answered in order to be considered for employment.			
Education (Schools attended or special training received)			
School Attended:	From: (Month/Year)	To: (Month/Year)	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
School Address:		Type of degree or diploma:	
School Attended:	From: (Month/Year)	To: (Month/Year)	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>



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School Address:			Type of degree or diploma:		
Work History					
Job Title:		From:	To:	Wage/Salary:	Employer:
Address:		Phone:	Supervisor:		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?					
Job Title:		From:	To:	Wage/Salary:	Employer:
Address:		Phone:	Supervisor:		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?					
Job Title:		From:	To:	Wage/Salary:	Employer:
Address:		Phone:	Supervisor:		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?					
Professional References					
Name:		Address:		Phone Number:	Position:
Name:		Address:		Phone Number:	Position:
Name:		Address:		Phone Number:	Position:
How did you find out about this position?					
Co-Worker: <input type="checkbox"/>	Career Fair: <input type="checkbox"/>	Friend: <input type="checkbox"/>	Family Member: <input type="checkbox"/>	Radio/TV Ad: <input type="checkbox"/>	
Monster.com: <input type="checkbox"/>	Newspaper Ad: <input type="checkbox"/>	Other Internet Source: <input type="checkbox"/>	MARY ELIZABETH website: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Job Type/Shift					
Full Time: <input type="checkbox"/>	Part Time: <input type="checkbox"/>	Permanent: <input type="checkbox"/>	Temporary: <input type="checkbox"/>	AM: <input type="checkbox"/> PM: <input type="checkbox"/>	Date you can Start: / /
<small>I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that all information on this job application is subject to verification, and I consent to any criminal history and background checks performed on me. I agree that you may contact references and educational institutions listed on this application. I also understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with this company terminated.</small>					
Signature:			Date:		

U-TURN Human Services, Inc. is an Equal Opportunity Employer and dedicated to upholding a non-discrimination policy in matters involving our clients and employees. U-TURN does not exclude or deny admissions or treatment of any clients, nor assign personnel or facilities based on race, color, age, religion, national origin, citizenship status, creed, gender, marital status, sexual orientation, political affiliations, medical condition, disabilities or any other basis prohibited by law.