



Tutelage Residential Services, LLC

...fostering growth, independence, choice and quality of life

EMPLOYMENT APPLICATION

Tutelage Residential Services commitment to equal opportunity, nondiscrimination and will continue to recruit, hire, train, and promote in all job levels without regard to race, color, creed, ancestry, religion, sex, age, sexual orientation, national origin, disability, limited English Proficiency (LEP), status as a disabled or Vietnam-era Veteran or any other classifications protected by Federal, State, or local law, statute or ordinance.

Applications will be kept on file for 6 months.

Employee Information:

Position(s) applied for: _____ Date: _____

Full Name: _____ DOB: _____ SSN: _____

Maiden name OR Previous names used: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Cell Phone #: _____ Other Phone #: _____

E-mail address: _____

Please Check One:

- Are you eligible to work in the US? Can you provide the required proof of your eligibility? YES NO N/A
- Have you ever filed an application with us before? YES NO
- Have you ever been employed with us before? YES NO If yes, give the date: _____
- Are you currently employed? YES NO
- May we contact your current employer? YES NO
- Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration status? (*Proof of citizenship or immigration status will be required upon employment*) YES NO N/A

How did you hear about Tutelage Residential Services? (Please Check One):

- Newspaper Advertisement Current/former employee Website
- Referred by: _____ Other: _____

Date available to _____ work: Expected salary range: \$ _____

Please Check one:

Type of work desired: Full-time Part-time Substitute

Desired shifts: Daylight Afternoon/ Evening Overnight

Full Name: _____

Date: _____

Please list your availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

Please indicate any shifts/ times that you are unable to work below:

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Driver's License requirements:

- Do you have a current and valid PA driver's license? YES NO
- Do you have a reliable vehicle or other means to get to work? YES NO
- Do you have a properly insured vehicle? YES NO
- Have you had any moving violations in the past 3 years? YES NO

If so, please list violation type and date here? _____

Please enter your driver's license number & issue state: _____

Physical Requirements:

Are you able to meet these Physical Requirements listed below?: YES NO

Must be able to operate equipment (e.g. wheel chairs, hand trucks). Must be able to exert up to 75 lbs of force occasionally and/or frequently to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of sedentary work; position requires walking, standing, reaching, lifting, pushing, stooping, etc. Will lift no more than 40 lbs independently. Must be able to lift and/or carry weights of up to 175 lbs with assistance.

Clearances:

All positions at Tutelage Residential Services require an Act 34 State Police Criminal History Clearance or FBI Act 73 Criminal Clearance.

- Have you ever been convicted of any crime? YES NO

If so, please give dates and explain? _____

All positions at Tutelage Residential Services require an Act 33 Child Abuse History Clearance.

- Have you been convicted of any child abuse related crime? YES NO

If so, please give dates and explain? _____

- Have you lived out of the state within the last 2 years? YES NO

References:

Please list three professional references that can provide an employment related reference. By providing this information you agree that we can contact. Do *not* include personal/ character references such as relative or friends (please also complete reference forms attached)

1. Name/ Title: Your professional relationship: Daytime Phone #: _____

2. Name/ Title: Your professional relationship: Daytime Phone #: _____

3. Name/ Title: Your professional relationship: Daytime Phone #: _____

Full Name: _____

Date: _____

Education:

	Name/ Address	Course of Study	# of Yrs completed	Type of Diploma/ Degree
High School				
Undergraduate College				
Graduate/ Professional				
Military Service				
Other (Specify)				

Other qualifications:

Summarize special job-related skills, licenses, qualifications acquired for/ from employment or other professional trade, business, or civic activities:

State any additional information you feel may be helpful to us in considering your application.

Employment History:

Start with your most recent employer. Include all jobs held regardless of length of service. Include any job-related military experience assignments and other volunteer activities. You may exclude organizations which include race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer Street Address City State Zip code

Job title Job Duties

Dates employed (MM/YY) Supervisor Phone #

Reason for leaving

2. Employer Street Address City State Zip code

Job title Job Duties

Dates employed (MM/YY) Supervisor Phone #

Full Name: _____ Date: _____

Reason for leaving

3. Employer Street Address City State Zip code

Job title Job Duties

Dates employed (MM/YY) Supervisor Phone #

Reason for leaving

4. Employer Street Address City State Zip code

Job title Job Duties

Dates employed (MM/YY) Supervisor Phone #

Reason for leaving

5. Employer Street Address City State Zip code

Job title Job Duties

Dates employed (MM/YY) Supervisor Phone #

Reason for leaving

Please explain any gaps in your employment history. Give date and reason for unemployment.

Full Name: _____ Date: _____

A resume is required, do you have a copy? YES NO

If you are selected for an interview do you need an interpreter? YES NO

If you are offered a position will you require an interpreter? YES NO

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, with or without reasonable accommodation, the essential functions involved in the job for which you have applied? YES NO

*Tutelage Residential Services
Voluntary Invitation for Applicant Self-Identification*

Tutelage Residential Services employs individuals without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally protected class. Tutelage Residential Services values its diverse workforce and complies with government regulations where they apply. Attached to this employment application is a survey for "Applicant Self Identification". Please complete the survey. The purpose for this Data Record is to comply with Federal government record keeping, reporting, and other legal requirements. Periodic reports may be made to government agencies on the following information. The completion of the Data Record is optional. If you chose to volunteer requested information please note that all Data Records are kept Confidential File separate from your Application for Employment. Please note: **YOUR COOPERATION IS VOLUNTARY INCLUSION OR EXCLUSION OF ANY DATA WILL NOT SUBJECT YOU TO ADVERSE TREATMENT.**

Applicant's statement:

- I certify that answers given herein are true and complete.
- I certify that I have read and understand the "Tutelage Residential Services Voluntary Invitation for Applicant Self-Identification" (above).
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including contacting previous employers. I further authorize Tutelage Residential Services to obtain from a consumer reporting agency a report on my driving record, Act 33/34 clearances, and/or FBI (Act 73) check.
- This application for employment shall be considered active for a period of time not to exceed six (6) months. I understand that I will be considered for positions for which I may qualify, but my application does not guarantee an interview will result.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate termination. I understand, also, that I am required to abide by all rules and regulations of the employer.

Applicant Name (Print): _____

Applicant Name (Signature): _____ Date: _____

By choosing to submit the form, I hereby guarantee the correctness of all the statements and information provided above. I understand that the making of false statements will be sufficient cause for denying me consideration for employment or termination from employment.

Official Use	Date received: _____	Reviewed by _____
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Full Name: _____

Date: _____

Applicant Self-Identification form (Voluntary)

Tutelage Residential Services commitment to equal opportunity, nondiscrimination in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories and gender.

This information:

- is voluntary
- is gathered for statistical purposes only
- is kept confidential, separate from application materials
- will *not* be used in any way to evaluate your qualifications for employment

Last Name:

First:

MI:

Job Title Applying For:

Company:

Gender: Male Female

Ethnicity:

- Hispanic or Latino
- Non- Hispanic or Latino

Race: Are you multiracial?

- Yes
- No

What race(s) are you? Please mark one or more:

- White
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaskan Native

Where did you learn about this position?

- Newspaper Advertisement
- Current/former employee Referral _____
- Website

Official Use	Date received: _____	Reviewed by _____
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