



941 Laurelville Lane,  
Mt. Pleasant, PA 15666  
724.423.2056 fax 724.423.2096

## *Application for Employment*

**POSITION APPLYING FOR:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

Name (first, last): \_\_\_\_\_

Complete address w/ postal code: \_\_\_\_\_

Email address: \_\_\_\_\_

Home phone number: (     ) \_\_\_\_\_ Cell phone number: (     ) \_\_\_\_\_

How did you find out about this position? \_\_\_\_\_  
(If a current employee list name, if ad list source)

**EDUCATION:** School Name, Years Completed, Year Graduated, Major/Minor, Degree

High school: \_\_\_\_\_

Vocational/other: \_\_\_\_\_

College/university: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

Relationship to you? \_\_\_\_\_

**AVAILABILITY:**

When would you be available to work? \_\_\_\_\_ Until what date? \_\_\_\_\_

**PREVIOUS EMPLOYMENT:** Attach additional information if helpful. Note if you are a student.

1. Current employer's name and phone number: \_\_\_\_\_

Name of person to contact: \_\_\_\_\_

Work performed and dates of employment: \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

2. Past employer's name and phone number: \_\_\_\_\_

Name of person to contact: \_\_\_\_\_

Work performed and dates of employment: \_\_\_\_\_

Reason for termination: \_\_\_\_\_

**REFERENCES:** List two references. Do not list relatives or former employers.

1. Name, occupation: \_\_\_\_\_

address: \_\_\_\_\_

city, state, zip \_\_\_\_\_

phone number: \_\_\_\_\_ relationship \_\_\_\_\_

email address: \_\_\_\_\_

2. Name, occupation: \_\_\_\_\_

address: \_\_\_\_\_

city, state, zip \_\_\_\_\_

phone number: \_\_\_\_\_ relationship \_\_\_\_\_

email address: \_\_\_\_\_

**CHURCH AFFILIATION (if any)**

Church, denomination, and address: \_\_\_\_\_

Activities, offices, and positions held: \_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS:** When answering the following questions, please consider how previous employers and references may respond to the same questions.

1. In what ways do you consider yourself qualified or a good fit for the job for which you are applying? Summarize any special job-related skills that will add to your contribution at Laurelville.
2. Why would you like to work at Laurelville?
3. Would you be considered for rehire by previous employers? If not, state reason.
4. Describe how you would help Laurelville fulfill our mission of providing Christ-Like hospitality to all of our guests:

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1. By *signing below*, I affirm that all information contained in this application is true to the best of my knowledge.
  2. By *signing below*, I release Laurelville to contact all listed employer and personal references.

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_