

L'Arche Erie, Inc.

3745 West 12th Street
Erie, PA 16505



Job Application

Phone 814-452-2065
Fax 814-452-4188

Personal Information (Type or Print)

Last		First		MI	Email		
Street Address			City	ST	Zip	Home Phone	Mobile
Are you legally able to work in the United States?							
Have you ever applied to a L'Arche Community?						If yes, where:	
Have you ever shared time in a L'Arche community?				Community name & role:			
Length of time with L'Arche:				How did you hear about this position?			

Prior Work Experience

	Current or Most Recent		Prior		Prior	
Employer						
Address						
City, ST, ZIP						
Telephone						
Name of Immediate Supervisor						
Dates of Employment	From	To	From	To	From	To
Position/Job Title						
May We Contact						

Education

	Name/Location	Last Year Complete				Degree	Major
High School		9	10	11	12		
College/University		1	2	3	4		
Trade School							
Other							

List any applicable special skills, training or proficiencies.

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature	Date
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References

Phone 814-452-2065
Fax 814-452-4188

Professional Reference #1

Last	First	MI		Email		
Street Address		City	ST	Zip	Home Phone	Mobile
Organization Name			Years Known	Relationship		

Professional Reference #2

Last	First	MI		Email		
Street Address		City	ST	Zip	Home Phone	Mobile
Organization Name			Years Known	Relationship		

Professional Reference #3

Last	First	MI		Email		
Street Address		City	ST	Zip	Home Phone	Mobile
Organization Name			Years Known	Relationship		

Authorization-I hereby give L'Arche Erie, Inc. permission to contact the employers and personal references listed on this application	Signature	Date
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Resident of Pennsylvania? (circle)

Yes No

Length of Residency? _____

Please Read Carefully Before Signing

All information in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered.

I authorize L'Arche Erie to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any persons or organizations providing information pertaining to me or employment.

I understand that upon receiving a job offer, a physical examination and drug screening may be required.

I understand that prior to my employment I may be asked to sign a background check consent form or other documentation in order to facilitate my hiring. I agree to sign these forms.

I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

L'Arche Erie, Inc. does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an application from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor). Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. L'Arche Erie, Inc. takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

Regardless of whether or not I become employed by L'Arche Erie, Inc. I recognize that this application is not and should not be considered a contract of employment. I understand that employment at this company is on an at-will basis and that my employment may be terminated with or without notice, at any time, at my option or L'Arche Erie's, unless specifically provided otherwise in a written employment contract. I further understand that no L'Arche Erie employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.

Print Name	Signature	Date
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