



**Please keep this page for your records**

# Application Process

Within a week of receiving your Application, someone from Opportunities Unlimited will contact you regarding the status of your application. If you have not heard back from us, Please call: **871-5131**.

When you are called, We will be doing a **phone screening**:

During the screenings, we will:

- \*Review your application, including employment history and references.
- \* Offer suggestions to increase success of applying for and receiving employment.
- \* We will answer questions you have about employment.
- \* Offer suggestions on other services such as OVR (Office of Vocational rehabilitation)
- \* Give information or leads with us or to other potential openings with other employers.
- \* We may schedule an interview if we have an appropriate opening with us.

## **PLEASE HAVE READY THIS INFORMATION:**

- \* **WORK HISTORY**
- \* **CURRENT REFERENCES**
- \* **FORMS OF ID: SOCIAL SECURITY CARD NUMBER AND /OR DRIVERS LICENCE AND /OR STATE I.D.**

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**Any questions regarding your application/ status,  
Please Call Gina at 871-5131**

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Date \_\_\_\_\_

# EMPLOYMENT APPLICATION

## Application Information

(Please complete all fields)

Full Name \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

Phone \_\_\_\_\_

Street

Apt #

Cell Phone \_\_\_\_\_

City

State

Zip Code

E-mail \_\_\_\_\_

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Position Applied For: \_\_\_\_ Custodial \_\_\_\_ On-Call\* \_\_\_\_ Laundry\* \_\_\_\_ Coffee Cafe

\* Drivers Licence required.

## Availability

Indicate when you are available to be scheduled (specify a.m. or p.m.). Due to the nature of our business, the more available you are, the more opportunities we can consider you for.

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From							
To							
Overnight?							

Do you have reliable transportation to and from work? Drive self | EMTA | LIFT | Bike | Walk

**(Employer use only)**

Initial Interview date: \_\_\_\_\_ Time: \_\_\_\_\_

Did they Attend? Y / N

Flagged?

A

B

C

NOTE: Application with missing information may not be considered for employment.

How did you hear about Opportunities Unlimited?

\_\_\_ Website \_\_\_ Support Staff \_\_\_ OU Employee Other \_\_\_\_\_

Are you authorized to work in the U.S. ? \_\_\_ Yes \_\_\_ No

Do you have a valid P.A. Driver's License? \_\_\_ Yes \_\_\_ No

If yes, License # \_\_\_\_\_

### Education

	Name and Address	Course or Subject	Graduate? Yes or No Date?	Degree/Diploma
High School				
College/ University				
Other				

### Military Record

Present Military affiliation: \_\_\_ None \_\_\_ Active Reserve \_\_\_ In active Reserve Branch: \_\_\_\_\_

Service History: Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Training and type of duty while in the Service: \_\_\_\_\_

### Licenses / Certification / Skills

List all licenses, certifications, or special skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Employment Record

\_\_\_\_\_  
Last or Present Employer

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name of direct Supervisor

\_\_\_\_\_  
Brief description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Reason for leaving

\_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

\_\_\_\_\_  
Last or Present Employer

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name of direct Supervisor

\_\_\_\_\_  
Brief description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Reason for leaving

\_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

\_\_\_\_\_  
Last or Present Employer

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name of direct Supervisor

\_\_\_\_\_  
Brief description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Reason for leaving

\_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

May we contact your past or present employers?  Yes  No

If not, why? \_\_\_\_\_

\_\_\_\_\_

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## Professional / Personal References

All applicants must provide 3 references.


\*Need to have known the people for at least one year. Please, NO RELATIVES including IN-LAWS.

1	Name	Phone
	Address	
	Relationship to you	Occupation
2	Name	Phone
	Address	
	Relationship to you	Occupation
3	Name	Phone
	Address	
	Relationship to you	Occupation

*I hereby certify that the answers and all other information on this application are true and correct and that I understand any misrepresentation or omissions of facts on my part will be justification for separation. I authorize companies, schools or persons named above to give any information regarding my employment, character and qualifications, and release these entities from any liability for issuing this information. Current Act 33/34 clearances and Motor Vehicle reports (if applicable) is required for all employment. I understand that if I am hired, My employment is at the will of the employer.*

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Supported Employment Services (optional)

Opportunities Unlimited of Erie may be able to provide other employment services to assist you with meeting your vocational goals through the Social Security Administration Ticket to work and Self Sufficiency Program  or the Pennsylvania Office of Vocational Rehabilitation.

\_\_\_ Yes I am interested in receiving information regarding other services I may be eligible for.

\_\_\_ No I am not interested at this time.

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