



# EMPLOYMENT APPLICATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

POSITION(S) APPLYING FOR: \_\_\_\_\_

DATE AVAILABLE TO START: \_\_\_\_\_

ARE YOU 18 YEARS OF AGE OR OLDER? YES \_\_\_\_\_ NO \_\_\_\_\_

CAN YOU SHOW PROOF OF YOUR ELIGIBILITY TO WORK IN THE UNITED STATES? YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU OR HAVE YOU EVER BEEN A RE-SOURCE YORK VOLUNTEER? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY RE-SOURCE YORK? NO \_\_\_\_\_ YES \_\_\_\_\_ (PLEASE SPECIFY POSITION AND DATES OF EMPLOYMENT) \_\_\_\_\_

DO YOU HAVE ANY FRIENDS OR RELATIVES CURRENTLY EMPLOYED BY RE-SOURCE YORK? NO \_\_\_\_\_ YES \_\_\_\_\_ (WHO? RELATIONSHIP?) \_\_\_\_\_

DO YOU HAVE ANY PHYSICAL OR MEDICAL CONDITIONS THAT WOULD INTERFERE WITH YOUR ABILITY TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING? NO \_\_\_\_\_ YES \_\_\_\_\_ (PLEASE EXPLAIN) \_\_\_\_\_

ARE YOU CURRENTLY CHARGED WITH OR HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? NO \_\_\_\_\_ YES \_\_\_\_\_ (PLEASE EXPLAIN) \_\_\_\_\_

DO YOU POSSESS A VALID DRIVERS LICENSE? NO \_\_\_\_\_ YES \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_

HAS YOUR LICENSE EVER BEEN SUSPENDED OR REVOKED? NO \_\_\_\_\_ YES \_\_\_\_\_ (PLEASE EXPLAIN) \_\_\_\_\_

TIMES AVAILABLE (CHECK WHICH DAYS / HOURS YOU ARE AVAILABLE TO WORK) :

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MORNING						
AFTERNOON						

HOW DID YOU FIND OUT ABOUT RE-SOURCE YORK? \_\_\_\_\_

HAVE YOU BEEN A RESIDENT OF PENNSYLVANIA FOR 2 OR MORE YEARS? YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, PREVIOUS ADDRESS: \_\_\_\_\_

**EMPLOYMENT HISTORY (BEGINNING WITH MOST RECENT)**

EMPLOYER:	LOCATION:
JOB TITLE:	DATE STARTED:
SUPERVISOR:	DATE ENDED:
TELEPHONE:	MAY WE CONTACT: YES NO
REASON FOR LEAVING:	
RESPONSIBILITIES:	

EMPLOYER:	LOCATION:
JOB TITLE:	DATE STARTED:
SUPERVISOR:	DATE ENDED:
TELEPHONE:	MAY WE CONTACT: YES NO
REASON FOR LEAVING:	
RESPONSIBILITIES:	

EMPLOYER:	LOCATION:
JOB TITLE:	DATE STARTED:
SUPERVISOR:	DATE ENDED:
TELEPHONE:	MAY WE CONTACT: YES NO
REASON FOR LEAVING:	
RESPONSIBILITIES:	

**EDUCATION (BEGINNING WITH HIGHEST LEVEL COMPLETED)**

SCHOOL:	YEAR STARTED:
LOCATION:	YEAR ENDED:
MAJOR:	DID YOU GRADUATE: YES NO YEAR GRADUATED:
MINOR:	GED: YES NO N/A

SCHOOL:	YEAR STARTED:
LOCATION:	YEAR ENDED:
MAJOR:	DID YOU GRADUATE: YES NO YEAR GRADUATED:
MINOR:	GED: YES NO N/A

**PERSONAL REFERENCES**

NAME:	NAME:
YEARS ACQUAINTED:	YEARS ACQUAINTED:
RELATIONSHIP:	RELATIONSHIP:
TELEPHONE:	TELEPHONE:

STATEMENT OF UNDERSTANDING

I certify that the statements made in this application are correct and complete to the best of my knowledge. I understand that false, omitted or misleading information may result in rejection of this application or termination of subsequent employment. I understand that Re-Source York may investigate all statements made on my application, with the possible exception as indicated on page 2 of this application and release from liability former employers, institutions or persons providing such information to Re-Source York. If accepted for employment with Re-Source York, I agree to abide by all of its rules, regulations, policies and procedures. I understand that I may terminate my employment at any time without notice or cause, and that Re-Source York may terminate or modify the employment relationship at any time without notice or cause. If employed, I understand that my employment is for no definite period of time and if terminated, Re-Source York is liable only for wages and benefits earned as of the date of termination.

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

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Re-Stor-York, Inc. (dba Re-Source York) is an equal opportunity employer and considers applicants for all positions without regard to race, religion, gender, national origin, age, ancestry, sexual orientation, marital or veteran status, disability or any other legally protected status.

Please return completed application to either:

Re-Source York  
Home Improvement Store  
161 E. 9th Avenue  
York, PA 17404  
717-852-7574

Re-Source York  
Home Goods Store  
405 Carlisle Ave  
York, PA 17404  
717-718-3182

Should your application be selected, the following policies will be reviews during a scheduled interview:

Re-Source York policy requires criminal background checks on employees. Your position with Re-Source York will be on a provisional basis pending the results of the background check. If you have been convicted of or pled guilty to any prohibited offenses, your position may be jeopardized.

Please review the list provided during your interview before signing below.

Have you received, red and understood the Background Check Form?

YES \_\_\_\_\_ SIGNATURE \_\_\_\_\_ NO Please request your copy!

Have you received, red and understood the Employee Guidelines?

YES \_\_\_\_\_ SIGNATURE \_\_\_\_\_ NO Please request your copy!