

THE VISTA SCHOOL

1249 Cocoa Avenue
Hershey, PA 17033
717.835.0310

-Vista School is an Approved Private School serving Children with Autism in Central Pennsylvania-

A P P L I C A T I O N F O R E M P L O Y M E N T

Date: _____

Position applied for: _____

Referred by: _____

Name: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____

Email Address: _____

Social Security #: _____

(Note: completion of SS# is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment)

If hired, can your provide proof of citizenship or legal right to work? Yes No

Emergency Contact Information

1) Name: _____

Home Telephone: _____ Work/Cell Phone: _____

2) Name: _____

Home Telephone: _____ Work/Cell Phone: _____

3) Name: _____

Home Telephone: _____ Work/Cell Phone: _____

Educational Background

Name/Location of School	Dates Attended	Subjects Major/Minor	# of Credits	Degree Received/Date
<i>Undergraduate</i>				
<i>Graduate</i>				

✓ If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date:

✓ What additional training or education have you had that would be relevant to the position you are applying?

✓ Please list social and professional organizations to which you belong:

Employment Experience

Employment Dates (Mo/Yr)	Position Title	Name and Address of Employer	Ending Salary and Reason for Leaving

✓ Please explain periods of unemployment:

✓ Have you ever been discharged from a position or forced to resign?

Yes No if yes, please explain:

✓ Do you object to having any of your employers, including your present employer, contacted in regard to your qualifications, character, etc?

Yes No if yes, please explain:

General Information

- ✓ Have you ever been arrested, indicated, or summoned into Court as a defendant in a criminal proceeding, or been convicted, fined, imprisoned, placed on probation/parole, had adjudication withheld, pleaded nolo contendere, or ordered to deposit bail for the violation of any law other than minor traffic violations?

Yes No if yes, please explain:

- ✓ Do you have any blood relatives or relatives related to you by marriage or legal adoption who work at The Vista School or who sit on the Board of Directors at the time of this application?

Yes No if yes, please explain:

Date available to start work: _____

Expected Beginning Salary: _____

I hereby certify that all entries on this application are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment within the School. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent you to contact my references, former employers and educational institutions listed regarding this application. I further understand that all employees of the Vista School are employees' at-will. Either you or The Vista School may terminate your employment at any time, for any reason, with or without cause

Signature of Applicant: _____

Date Signed: _____

Equal Opportunity Information

The Vista School is an equal opportunity employer which does not discriminate on the basis of race, color, religion/creed, sex, disability, marital status, age, pregnancy, national origin, ancestry, sexual orientation, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other characteristic protected by the applicable federal or state laws. This commitment applies to, but is not limited to, decisions made with respect to hiring, placement, compensation, benefits, promotions, demotions, transfers, terminations, layoffs, return from layoffs, administration of benefits, and all other terms and conditions of employment.

Date of Birth

(Month)(Day) (Year)

Gender

Male Female

The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population. **The reporting of a date of birth, gender, ethnic group and disability is strictly VOLUNTARY.** If you do not wish to report any or all of this information, please indicate that on this form.

DISABILITY: "Disability means, with respect to an individual: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment" (Americans with Disabilities Act of 1990). Persons without a disability should check None/Prefer not to report.

ETHNIC GROUP

- White (non-Hispanic)
- Black (non-Hispanic)
- Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
- Asian (including Pacific Islander)
- American Indian (including Alaskan native)

- None/Prefer not to report
- Blind or severely visually Impaired
- Deaf or severely hearing Impaired
- Loss of limited use of arms and/or hands
- Non-ambulatory
- Other orthopedic impairment
- Respiratory impairment
- Mentally restored
- Mental retardation
- Learning disability
- Speech impairment
- Other (please specify)