



DATE RECEIVED _____
 PC SENT _____
 TEST SCHEDULED _____
 INTERVIEW SCHEDULED _____
 DETERMINATION _____

APPLICATION FOR ENROLLMENT

DATE OF APPLICATION ____/____/____

Name _____
 Last First Middle SOCIAL SECURITY NUMBER

Address _____
 Street City State Zip Code

Home Telephone # () _____ Cell # () _____ E-mail _____

If necessary, best time to call you at home is ____AM ____PM

Referral Source: ____Advertisement ____School District ____Walk-In
 ____Employee ____Relative of Employee ____Other

Have you submitted an application to Kinsley Education Center before? ____Yes ____No
 If yes, give date: _____

Have you ever been employed with any Kinsley Company before? ____Yes ____No
 If yes, give dates: From ____/____/____ To ____/____/____

Are you working with Helmets to Hardhats in pursuit of this apprenticeship position? ____Yes ____No

Are you legally eligible for employment in this country? ____Yes ____No

Will you work overtime if required? ____Yes ____No

If no, please explain: _____

DO YOU HAVE A DRIVER'S LICENSE? ____Yes ____No

What is your means of transportation to work? _____

Driver's License # _____ State _____ Operator ____Commercial (CDL)
 Expiration Date _____

Have you had any accidents during the past three years? ____ How Many? _____
 Have you had any moving violations during the past three years? ____ How Many? _____

EMPLOYMENT HISTORY

Please provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent.

Employer / Address:		
Telephone:	Position Held:	Rate:
Date Start:	Date End:	
Describe Your Duties:		
Employer / Address:		
Telephone:	Position Held:	Rate:
Date Start:	Date End:	
Describe Your Duties:		
Employer / Address:		
Telephone:	Position Held:	Rate:
Date Start:	Date End:	
Describe Your Duties:		
Employer / Address:		
Telephone:	Position Held:	Rate:
Date Start:	Date End:	
Describe Your Duties:		

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME OF SCHOOL	CITY / STATE	NO. OF YEARS ATTENDED & DATE OF GRADUATION	MAJOR & DEGREE AND DATES ATTENDED
High School			Years: Date:	
Other			Years: Date:	
College			Years: Date:	
Trade/Business			Years: Date:	

REFERENCES

Please list two references other than relatives or previous employers.

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information to describe your qualifications for the admission to the training program at Kinsley Education Center.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

Teaching the Standard

350 Hill Street • York, PA 17403 • (717) 852-1056 • FAX (717) 848-6799 • www.kinsleyeducation.com