

EDUCATIONAL BACKGROUND

- A. List last three (3) schools attended, starting with the last one.
- B. List number of years completed.
- C. Indicate degree or diploma earned, if any.
- D. Grade Point Average or Class Rank.
- E. Major and Minor Field of Study (if applicable).

A. School	B. # of Years Completed	C. Degree/Diploma	D. Major	E. Minor

REFERENCES

List name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three schools or personal references that are not related to you.

Name:	Telephone:	Years Known:
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The applicant hereby gives PAFACOM permission to call the above references

SKILLS AND QUALIFICATIONS

Summarize special skills/certifications/qualifications or other experiences that may qualify you for the position applied for:

COMMENTS

Including explanation of any gaps in employment and any additional information you would like us to consider.

PAFACOM, INC.
EMPLOYMENT APPLICATION QUESTIONNAIRE

Give an example of how you handled responsibility on the job.

Give an example of how you handled and resolved a conflict with a co-worker or supervisor.

Why would any of your past employers hire you today?

Why would any of your past employers not hire you today?

If hired, what strengths would you be bringing to your job?

Why are you applying for a position at PAFACOM, Inc.?

Describe a “difficult” client and explain how you would handle a “difficult” client situation.

What job qualifications/certifications do you have that might set you apart from other candidates applying for the same position?

PAFACOM, Inc. currently operates and may develop additional program locations in surrounding counties. Your job may require you to go to any location with or without prior notification. Will you be able to fill that job requirement? _____

If no, why not? _____

Current hours at PAFACOM, Inc. are as follows:

Training Center: Monday through Friday 8:30 a.m. to 4:00 p.m.

Group Homes: Saturday through Friday, consisting of 3 shifts round the clock.

Working hours may vary and are subject to change without notice. Full time employees may be scheduled for 35 hours or more per week. Part time employees may be scheduled for any hours less than 35 per work week.

a. What hours or shifts are you not available to work?

b. What hours or shifts are you available to work?

If hired, you will be expected to meet and maintain the standards of conduct set by PAFACOM. Violations of our standards may result in corrective action, up to and including termination. These standards include but are not limited to:

- a. Attendance Standards: Regular and predictable attendance is required. All employees are expected to report to work on time and when scheduled.
- b. Grooming Standards: Both male and female employees are expected to report to work appropriately dressed and groomed, within the guidelines set by the Board of Trustees.
- c. Standards of Conduct: All employees are expected to work well with co-workers and supervisors – refraining from all forms of harassment and discrimination as defined by law. Employees are expected to devote their best efforts to the interest of the agency and its clients as well as properly using and maintaining equipment, property and furniture during the course of work.
- d. Work Standards: Employees are expected to meet the requirements as outlined in their job description. Duties may include lifting and assisting consumers as needed in various transfers with minimal assistance.

To the best of your knowledge, will you be able to perform all the functions of the job, with or without reasonable accommodation?

If no, which standards can't you meet and why not? _____

I understand that if I am hired, I will be free to resign at any time and that PAFACOM, Inc. reserves the right to terminate my employment at any time, with or without cause and without prior notice _____

Initials of Applicant

I understand that if I am hired, my work schedule, work location and job responsibilities may change with or without prior notice. _____

Initials of Applicant

Who do you know that works for PAFACOM, Inc.? _____

EMPLOYMENT BACKGROUND

List your last (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer:	Phone:	Dates Employed	
		From:	To:
<hr/>			
Address: <hr/>			
Job Title: <hr/>		Immediate Supervisor: <hr/>	
Reason for leaving: <hr/>			
May we contact for reference: YES NO <hr/>			
Summarize the nature of the work performed and job responsibilities: <hr/>			
<hr/>			

Employer:	Phone:	Dates Employed	
		From:	To:
<hr/>			
Address: <hr/>			
Job Title: <hr/>		Immediate Supervisor: <hr/>	
Reason for leaving: <hr/>			
May we contact for reference: YES NO <hr/>			
Summarize the nature of the work performed and job responsibilities: <hr/>			
<hr/>			

Employer:	Phone:	Dates Employed	
		From:	To:
<hr/>			
Address: <hr/>			
Job Title: <hr/>		Immediate Supervisor: <hr/>	
Reason for leaving: <hr/>			
May we contact for reference: YES NO <hr/>			
Summarize the nature of the work performed and job responsibilities: <hr/>			
<hr/>			

EQUAL OPPORTUNITY

PAFACOM maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with us will be influenced in any manner by race, color, religion, sex, age, national origin, physical or mental disability, or any other basis prohibited by statute.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of application and/or separation from the employer's service if I have been employed.

I authorize PAFACOM to verify all the information included on this application (and accompanying resume, if any) and to verify and investigate all references. I further authorize PAFACOM to investigate my Motor Vehicle records and any other job-related data through any agencies it so chooses. I hereby release from liability the Agency and its representatives for seeking such information and all other persons, businesses or corporations for furnishing such information. I understand this application is current for only 180 days. At the conclusion of this time, if I have not heard from PAFACOM and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand and agree that this application (and accompanying resume, if any), employment tests along with any other data gathered from references and agencies during the investigation process is the sole property of PAFACOM.

Once employment is offered, I understand that my employment with PAFACOM is contingent upon satisfactory drug testing, pre-employment physical, background check, DMV abstract results, and successful completion of the State of New Jersey Division of Developmental Disabilities Certification, CPR, First Aid, Crisis Management Training, and any other required trainings/certifications when obtained after date of hire.

If hired, I understand that just as I am free to resign at any time, PAFACOM reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Agency has the authority to make any assurance to the contrary.

_____/_____/_____
Signature of Applicant Date

WORK REFERENCE AUTHORIZATION

Dear Current or Past Employer,
I have applied for a position with PAFACOM, Inc. and my signature below authorizes you to release all job-related data to them, including but not limited to the following:

_____/_____/_____
Signature of Applicant Date

Date Employed: *from*: _____ *to*: _____ Job Title: _____

Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____

Job Duties: _____

Please place an X in the most appropriate column to describe this employee's work performance

	Unacceptable	Fair	Good	Excellent
Work Ethic				
Attendance/Punctuality				
Job Performance				
Quality of Work				

Would this employee be considered eligible for rehire? YES NO If no, why not? _____

Signature of Preparer _____ Title _____ Date _____
Please return to PAFACOM, Inc. in the attached prepaid envelope or you may fax to Human Resources (856)691-6560 Thank You!