



# Application for Employment

470 Industrial Park Road  
 Ebensburg, PA 15931  
 814-472-9800  
 Fax 814-472-9828

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

Store to which you are Applying:  Bellwood  Brookville  Hollidaysburg  Philipsburg

Position (s) applied for: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Application: \_\_\_/\_\_\_/\_\_\_

Address (including city and state) \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's License Number (driving may be required in the job for which you are applying) \_\_\_\_\_ State of Issue \_\_\_\_\_

Referral Source (how did you hear about the job opening?) \_\_\_\_\_

Are you over 18?  Yes  No If you are under 18, can you furnish a work permit?  Yes  No

Have you ever been employed by a Hometown Market before?  Yes  No

If so, list position and dates of employment: \_\_\_\_\_

Date available for work: \_\_\_\_\_ Desired salary range: \_\_\_\_\_

Are you able to provide proof of eligibility to work in the United States?  Yes  No

Type of employment seeking:  Full Time  Part Time  Temporary  Seasonal

Have you ever plead guilty or no contest or been convicted of a crime?  Yes  No

Can you provide details? \_\_\_\_\_

(answering this question will not constitute an automatic bar to employment, factors such as date of offense, seriousness, and the nature of the violation, rehabilitation, and position applied for will all be taken into account)

To the best of your knowledge, are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodations?  Yes  No  Unknown

**Employment History:** Please start with the most recent employer first.

Employer: _____	Reason for Leaving: _____
Telephone: _____	Basic Duties Performed: _____
Street Address: _____	_____
Job Title(s) held: _____	_____
Immediate Supervisor: _____	Dates Employed: _____
Immediate Supervisor's Title: _____	Starting Salary: _____
	Ending Salary: _____
Employer: _____	Reason for Leaving: _____
Telephone: _____	Basic Duties Performed: _____
Street Address: _____	_____
Job Title(s) held: _____	_____
Immediate Supervisor: _____	Dates Employed: _____
Immediate Supervisor's Title: _____	Starting Salary: _____
	Ending Salary: _____
Employer: _____	Reason for Leaving: _____
Telephone: _____	Basic Duties Performed: _____
Street Address: _____	_____
Job Title(s) held: _____	_____
Immediate Supervisor: _____	Dates Employed: _____
Immediate Supervisor's Title: _____	Starting Salary: _____
	Ending Salary: _____

**Skills and Qualifications:**

Summarize any special training, skills, licensing, or certificates that may assist you in performing the position for which you are applying.

**Computer Skills:**

Please list the programs in which you are proficient and the number of years used (Word, Excel, Lotus, PowerPoint, Internet, Outlook, etc.)

**Education:** (start with your most recent school first)

1.School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Received Upon Completion: \_\_\_Degree \_\_\_Diploma \_\_\_HS/GED Area of Study: \_\_\_\_\_

2.School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Received Upon Completion: \_\_\_Degree \_\_\_Diploma \_\_\_HS/GED Area of Study: \_\_\_\_\_

3.School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Received Upon Completion: \_\_\_Degree \_\_\_Diploma \_\_\_HS/GED Area of Study: \_\_\_\_\_

**References:**

Please provide the names of three **PROFESSIONAL** references. These must be individuals who are not related to you, who are not just friends, and who can answer questions about how you perform in the work environment. These could be individuals who have been involved on a volunteer project or for whom you have done volunteer work. If you have no prior work experience, teachers or professors are acceptable.

1. Name: \_\_\_\_\_ How do you know? \_\_\_\_\_ Years known: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_

2. Name: \_\_\_\_\_ How do you know? \_\_\_\_\_ Years known: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_

3. Name: \_\_\_\_\_ How do you know? \_\_\_\_\_ Years known: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_

**Applicant Statement:**

I certify that all the information I have provided in order to apply for and secure work with this employer is true, complete and correct. I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references, employer, 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 truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me. I understand that 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 an assurance to the contrary and that no implied oral or written agreement contrary to the foregoing express language is 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 authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration from employment on any basis prohibited by applicable federal, state or local law. The company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of sex, race, color, religion, national origin, citizenship, age, disability, military status, or genetic information or any other protected class under applicable federal, state, or local law. This company, likewise, does not tolerate harassment based on any protected status. The company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly. I understand that this application remains current for a period of six months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out an application. I understand that offers of employment are conditional upon successfully passing a drug/alcohol screening, a physical examination, a criminal history check, and providing proof of age, licensure, and legal right to work in the United States. I understand that an information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to eliminate me from further consideration for employment and may result in my immediate discharge from employment when it is discovered. I certify that I have read and fully understand and accept all terms of the Applicant Statement.

Applicant Signature: \_\_\_\_\_ date \_\_\_\_\_

**Hometown Market, Inc., is an Equal Opportunity Employer.**

Applicants for employment are also invited to participate in our non-discriminatory hiring process by reporting their status as handicapped, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our confidential HR database. We are a company that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

**Section 1: General Applicant Information**

Name: \_\_\_\_\_ Date of application: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

**Section 2: Other Information**

**Race or Ethnic Identity** (select one) (see reverse for definitions)

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaskan native (not Hispanic or Latino)
- Two or More Races (not Hispanic or Latino)

**Gender** (select one)       Male       Female

**Veteran Status** (select all that apply) (see reverse for definitions)

- Vietnam Era Veteran       Other Protected Veteran       Armed Forces Medal Veteran
- Special Disabled Veteran       Recently Separated Veteran

**Other** (select if applicable) (see reverse for definitions)

Individual with disabilities

OR

**I do not wish to self-identify**

Signature of Applicant: \_\_\_\_\_

How did you hear about the opening?

- Current Employee       Newspaper       Radio       Other (please explain) \_\_\_\_\_

## EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above five races.

**Individual with Disabilities:** Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

**Veteran of the Vietnam-Era:** Means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

**Special Disabled Veteran:** Means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service connected disability.

**Other Protected Veteran:** Includes any veteran who served on active duty in the U.S. military, ground, naval or air service in a war, campaign or expedition in which a campaign badge has been authorized under laws administered by the Department of Defense.

**Recently Separated Veteran:** Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.

**Armed Forces Service Medal Veteran:** Includes any veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which a service medal was awarded pursuant to Executive Order 12985.