



To the Fullest....

Application for Employment

If returning by email, send to: administration@myoutsidein.org
If returning by mail, send to: Outside In, P.O. Box 639, Greensburg, PA 15601

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

(Please Print) Date of Application _____

Position(s) Applied for _____

Referral Source: [] Newspaper [] Company Website [] Other Web source _____
[] Current Employee Name: _____

NAME Last First Middle _____

ADDRESS Number Street Apt # City State Zip _____

PHONE (Primary) _____ PHONE (Secondary) _____

EMAIL ADDRESS _____

Table with 3 columns: Question, YES, NO. Contains various employment-related questions with checkboxes.

AN EQUAL OPPORTUNITY EMPLOYER

Outside In School of Experiential Education, Inc.

COMMUNITY SERVICES: P.O. Box 639 • Greensburg, PA 15601 • 724-837-1518 • 724-837-0801 Fax
RESIDENTIAL CAMPUS: 1050 Fort Palmer Road • Bolivar, PA 15923 • 724-238-8441 • 724-238-3748 Fax

EMPLOYMENT HISTORY

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below. List below in comments section any employers you are not able to list in spaces below.

Employer	Telephone ()	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Hourly Rate Starting	
Job Title			
Immediate Supervisor and Title		Final	
Reason for Leaving		\$	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone ()	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Hourly Rate Starting	
Job Title			
Immediate Supervisor and Title		Final	
Reason for Leaving		\$	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone ()	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Hourly Rate Starting	
Job Title			
Immediate Supervisor and Title		Final	
Reason for Leaving		\$	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

COMMENTS (including explanation of any gaps in employment - use additional paper if necessary)

EDUCATIONAL BACKGROUND

	Elementary	High School	College	Graduate/Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4 Year Graduated:	1 2 3 4
Diploma/Degree				
Describe Course of Study				

Describe Specialized Training, Apprenticeship skills, and extra-curricular activities:

Honors Received:

Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.
 Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.
 YES NO

PROFESSIONAL REFERENCES

Give complete name, address and telephone number of three professional references who can verify your professional abilities and capabilities. (Examples of acceptable references are professors, supervisors, co-workers, customers, internship supervisors, co-op teachers, etc.)

1.

(Name) _____ (Phone #) _____ (Type of Professional Relationship) _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

2.

(Name) _____ (Phone #) _____ (Type of Professional Relationship) _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

3.

(Name) _____ (Phone #) _____ (Type of Professional Relationship) _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

AGREEMENT

I understand that any employment by *Outside In* will be on a 120 day introductory/probationary period.

I certify that answers herein are true and complete to the best of my knowledge.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from employment by *Outside In*, if at the time of discovery of the misrepresentation I have been employed by *Outside In*. I understand that I am free to resign at any time and that *Outside In* reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no employee or agent of *Outside In* has the authority to make any contrary assurances.

I give *Outside In* the right to investigate all references and to secure additional information about me if job related. I hereby release from liability *Outside In* and its representatives for seeking such information and all other parties, corporations, or organizations for furnishing such information. References attained are held in strict confidence from the applicant.

Outside In is an Equal Opportunity Employer and as such does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on the basis prohibited by local, state, or federal law .

Signature of Applicant _____

Date _____