



# Momentum Services, LLC

*Helping Today... Building Tomorrow*

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## EMPLOYMENT APPLICATION

Momentum Services, LLC is an equal opportunity employer and does not discriminate on the basis of race, sex, age, religion, marital status, sexual orientation or ethnic origins. Physical or mental handicaps will be considered only as they relate to job requirements.

**PLEASE COMPLETE ALL SECTIONS IN FULL. IF SECTIONS ARE MISSING, APPLICATION WILL BE CONSIDERED INCOMPLETE**

### DEMOGRAPHIC INFORMATION

Name (last, first, middle): \_\_\_\_\_

Date of Application: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Position applied for? \_\_\_\_\_ Salary Requirements: \$ \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day time phone #: \_\_\_\_\_ Evening phone #: \_\_\_\_\_

Current Email address: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

How many different residences in the last five year? \_\_\_\_\_ 10 years? \_\_\_\_\_

If current address is not permanent, please list permanent address:

Street: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Are you over 18 years of age?  YES  NO

Do you have any physical or mental impairment(s) which might interfere with your ability to perform the task required by this position?  YES  NO

If yes, please explain: \_\_\_\_\_

Are you able to work:  FULL-TIME  PART -TIME

When are you available to work?  DAYS  EVENINGS  WEEKENDS

Are you aware of any family members that have worked or are currently working for Momentum Services? YES  NO

A valid driver's license and current auto insurance are requirements of employment with Momentum Services, LLC. Please give information where requested.

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Have you ever had your driving privileges suspended/revoke?  YES  NO

If yes, please explain: \_\_\_\_\_

Do you currently have traffic violations/points against you?  YES  NO

If yes, how many? \_\_\_\_\_

Do you have unrestricted use of an insured automobile?  YES  NO

Have you had any accidents in the past 3 years?  YES  NO

If yes, give dates and indicate damages/injuries, if any \_\_\_\_\_

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**CLEARANCES: STATE LAW REQUIRES THAT ALL 3 ARE CURRENT AND PERMIT EMPLOYMENT. EACH CLEARANCE IS A CONDITION OF EMPLOYMENT IF NOT RECEIVED WITHIN THE FIRST 30 DAYS OF EMPLOYMENT**

**\*DO YOU HAVE A CURRENT CHILD ABUSE CLEARANCE THAT IS DATED WITHIN THE PAST CALENDAR YEAR? YES NO**

**\*DO YOU HAVE A CURRENT PA STATE POLICE CLEARANCE THAT IS DATED WITHIN THE PAST CALENDAR YEAR? YES NO**

**\*DO YOU HAVE A CURRENT FBI CLEARANCE THAT IS DATED WITHIN THE PAST YEAR? YES NO**

\*\*\*If clearances are not dated within 1 year of date of hire, new clearances must be obtained without exception in order to comply with state regulations\*\*\*\*\*

Resume attached to application?  YES  NO

**EMPLOYMENT HISTORY – PLEASE COMPLETE IN FULL**

Please give complete employment history, starting with the most recent employer. Include any part-time employment or military experience.

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address/Telephone#: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

If you are currently employed at this location, may we contact your supervisor?  YES  NO

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address/Telephone#: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

If you are currently employed at this location, may we contact your supervisor?  YES  NO

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address/Telephone#: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

If you are currently employed at this location, may we contact your supervisor? YES NO

Military Experience:

Branch: \_\_\_\_\_

Years of Service: \_\_\_\_\_

**EDUCATIONAL INFORMATION**

**High School:**

School Name: \_\_\_\_\_

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

Years Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Degree Received: \_\_\_\_\_

**College:**

School Name: \_\_\_\_\_

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

Years Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Degree Received: \_\_\_\_\_

**Business/Technical:**

School Name: \_\_\_\_\_

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

Years Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Degree Received: \_\_\_\_\_

Other Degrees or Special Training: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL REFERENCES**

At least one reference must be from a previous/present employer. At least one reference must be someone who has known you for at least 3 years (no relatives).

| <u>Name &amp;<br/>Complete Address</u> | <u>Telephone #</u> | <u>How Long<br/>Known</u> | <u>Relationship</u> |
|--|--------------------|---------------------------|---------------------|
| 1. _____<br>_____                      |                    |                           |                     |
| 2. _____<br>_____                      |                    |                           |                     |
| 3. _____<br>_____                      |                    |                           |                     |

Applicants please note a conviction is an adjudication of guilt, including a determination before a district justice or criminal court, resulting in a legal penalty such as a fine, a sentence or probation. Omit minor traffic violations and any offense committed before you 18<sup>th</sup> birthday unless it was not adjudicated in a juvenile court or under a youthful offender law. Conviction(s) of a criminal offense is not a bar to employment in all cases. Each case is considered on its own merits and in relation to applicable state law, performance standards established by contracting authorities, and agency policy. These laws, standards or policies may change from time to time without prior notice.

I attest that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire or, if hired, dismissal.

I authorize Momentum Services, LLC to contact persons or organizations referenced in this application for the purpose of providing any and all information concerning my previous employment, education or any other information they might have, personal or otherwise, regarding my suitability for employment. I release all such parties from all liability for any damages that may result from furnishing such information.

In consideration for my employment may being considered for employment by Momentum Services, LLC. I agree to conform to the rules and regulations of the corporation and acknowledge that these rules and regulations may be changed, interpreted, withdrawn or added to at any time, at the corporation’s sole option and without any notice to me.

I further acknowledge that my employment may be terminated and any offer of employment, if such is made, may be withdrawn, with or without cause, and with or without prior notice, at any time, at the option of Momentum Services, LLC or myself.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_