

EDUCATIONWORKS, INC.
 An Equal Opportunity Employer
Application for Employment and AmeriCorps Positions

Part A: to be completed by all applicants

PERSONAL INFORMATION

Name (last name, first name, middle initial)			Social Security No.		
Present Address					Apt. No.
City	State	Zip	Phone		
Permanent Address (If different from above)					Apt. No.
City	State	Zip	Phone		
E-mail:			Position(s) Desired		
Dates if you applied to EducationWorks or National School and Community Corps previously:		Dates if you worked for EducationWorks or National School and Community Corps previously:			
		From:	To:	Position:	
How did you learn about EducationWorks?					
Are you eligible for employment in the United States? Yes () No ()			Do you have a valid driver's license? Yes () No ()		

EDUCATION

Name of School	City and State	Years Attended - From-To	Major Studies	Degree/Diploma Granted	
High School (last attended)					
Received GED					
College (last attended)					
Graduate School (all attended)					
Others (last attended)					
Foreign Languages (list)			Speak?	Read?	Write?

FORMER EMPLOYERS

List below last three employers, starting with the most recent one first.

Name of present or last employer				
Address		City	State	Zip
Start Date	Leave Date	Job Title		
Starting Weekly Salary	Final Weekly Salary	May we contact your Supervisor? Yes () No ()		
Name of Supervisor		Title	Phone	
Description of Work				
Reason for Leaving				

Name of previous employer			
Address		City	State Zip
Start Date	Leave Date	Job Title	
Weekly Starting Salary	Weekly Final Salary	May we contact your Supervisor? Yes () No ()	
Name of Supervisor		Title	Phone
Description of Work			
Reason for Leaving			

Name of previous employer			
Address		City	State Zip
Start Date	Leave Date	Job Title	
Weekly Starting Salary	Weekly Final Salary	May we contact your Supervisor? Yes () No ()	
Name of Supervisor		Title	Phone
Description of Work			
Reason for Leaving			

COMMUNITY INVOLVEMENT

Have you participated in an AmeriCorps program, other community service program, or done volunteer work? If yes, list program name, describe the type of service or volunteer work and include dates.

Program Name	Dates	Type of Service

Skills

Please list any special skills or experiences you may have relevant to the position(s) for which you are applying.

Legal

EducationWorks will check all staff and AmeriCorps members for a criminal background and history of child abuse. Depending on the circumstances, the existence of a criminal record or an indication of child abuse may disqualify you from consideration or continued employment. *If you have been arrested or investigated for child abuse or investigated for a crime of any kind and you do not reveal it below, you may be disqualified or dismissed from EducationWorks, regardless of the circumstances.* (Even if you were told that your record would be expunged or closed, you must answer “yes” below and explain what it was.)

Criminal History

1. Have you ever been arrested? Yes___ No___
2. Have you ever been convicted of a crime? Yes___ No___
3. Have you ever pled guilty to a crime? Yes___ No___
4. Have you ever pled no contest to a crime? Yes___ No___
5. Have charges against you ever been dealt with in some other way? Yes___ No___
6. Are there any charges pending against you? Yes___ No___
7. Are you being investigated now for any reason? Yes___ No___

If you answered yes to one or more of the questions above, please answer the following:

Reason you are being investigated?

Why were you arrested?

When were you arrested?

Where were you arrested?

Are you now on probation or parole? Yes___ No___

If yes, provide the name, address and phone number of the judge, probation officer or parole officer.

Name: _____ Phone: _____

Address: _____

Child Abuse History

1. Have you ever been investigated for child abuse? Yes___ No___
2. Has a child abuse investigation ever resulted in an indicated status? Yes___ No___

If you answered yes to questions #1 and/or #2 please explain:

Part B: to be completed by AmeriCorps applicants

Personal

Date of Birth _____/_____/_____	Sex M_____ F_____
Are you a citizen of the United States? Yes_____ No_____	At which sites would you like to serve? (See the attached sheet)
If no, are you permanent resident alien? Yes_____ No_____	
If accepted as an AmeriCorps member, do you plan to be enrolled in an undergraduate or graduate program during your term of service? Yes_____ No_____ If yes, please provide the following information:	
College Name: _____	City, State: _____
Major/Program of Study: _____	Expected Date of Completion: _____
Expected Number of Credits per Semester: _____	
If accepted as an AmeriCorps member do you plan to hold a job during your term of service? Yes_____ No_____ If yes, what kind of work schedule would this involve? (Please include hours per week and work schedule)	

Personal Essay

Please ***write two essays***, which respond to two of the three questions listed. The essays should be a minimum of 100 words each. Feel free to add any additional information about yourself that you feel we ought to consider. If English is not your first language, you may write your essay in your native language. Please attach your essays.

1. Why do you want to join EducationWorks?
2. How do you feel your life experiences will help you in facing this position?
3. What do you think are the most serious problems facing urban schools and communities?

Personal References

If you are unable to provide employee references or choose to supplement your employment references, please provide the names, addresses and phone numbers of two people to serve as personal references. They should be able to speak about your capabilities and personal character. They may not be immediate family members or relatives.

Reference #1

Name _____

Organization _____ Title _____

Mailing Address _____

Home Phone _____ Business Phone _____

Reference #2

Name _____

Organization _____ Title _____

Mailing Address _____

Home Phone _____ Business Phone _____

Part C: to be completed by all applicants

AUTHORIZATION

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION AND OTHER DOCUMENTS OR RESUMES SUBMITTED ARE TRUE AND COMPLETE. I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION WILL BE GROUNDS FOR NOT HIRING AN APPLICANT OR FOR IMMEDIATE TERMINATION IF EMPLOYED.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED INCLUDING CRIMINAL BACKGROUND AND HISTORY OF CHILD ABUSE AND, IF HIRED, AN ANNUAL CHECK OF CRIMINAL AND CHILD ABUSE RECORDS.

I RELEASE EDUCATIONWORKS AND THE EMPLOYERS LISTED ABOVE AND ANY REFERENCES I PROVIDE FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT WHICH MAY BE DISCLOSED TO EDUCATIONWORKS.

Signature of Applicant _____ Date _____

Return application to:

EducationWorks

**3149 Germantown Avenue
Philadelphia, PA 19133-9982
Fax: 215-221-6911**

**684 Whitehead Road
Lawrenceville, NJ 08648
Fax: 609-392-6211**