



# General Employment Application



## Messiah Village Mission Statement

We are a ministry that responsibly enhances the lives of older adults with Christ-like love.

If mailing, send to:  
Messiah Village, 100 Mt. Allen Drive, Mechanicsburg, PA 17055

Phone Number: (717) 790-8228

[www.messiahvillage.org](http://www.messiahvillage.org)

# General Employment Application

Messiah Village is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, national origin, ethnicity, ancestry, age, disability, genetic information, or religious creed.

## PERSONAL INFORMATION

(Please Print)

Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

(If different than  
mailing address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How did you hear about this position?  Newspaper  Website  Job Fair  Other \_\_\_\_\_

Have you been a Pennsylvania resident for at least the last two consecutive years?  Yes  No

If you cannot be reached at the above phone number, where may we contact you?

Phone Number \_\_\_\_\_ Name of Person \_\_\_\_\_

Are you 18 years or older?  Yes  No

Are you either a U.S. citizen or an alien authorized to work in the United States?  Yes  No

## EMPLOYMENT DESIRED

Position applied for: \_\_\_\_\_ Wage Desired: \$ \_\_\_\_\_

Date Available to begin work: \_\_\_\_\_ Best Time for Interview: \_\_\_\_\_

Will you accept employment of:  Full-time  Part-time  Temporary

Shift Desired:  Day  Evening  Night  Weekend  Other \_\_\_\_\_

Are you employed now?  Yes  No If yes, may we contact your present employer?  Yes  No

Were you previously employed by Messiah Village?  Yes  No When? \_\_\_\_\_

Have you ever been convicted of, plead guilty, plead no contest or nolo contendere to a crime, excluding moving traffic violations?  Yes  No

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

(A conviction will not automatically preclude employment, but failure to answer will preclude further consideration for employment with Messiah Village.)

Will you authorize Messiah Village to complete a criminal background check, validation of status with Office of Inspector General and any other background check desired as part of your application process and/or during employment, if hired?

Yes  No

### EDUCATION

School	Name and Location of School	No. of Years Attended	Did you Graduate	Degree, Diploma, or Certificate received
High School or GED Equivalent			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/Professional			<input type="checkbox"/> Yes <input type="checkbox"/> No	

### GENERAL

Special skills and/or subjects of special study: \_\_\_\_\_

Professional organization membership, honors received, volunteer or community service or other qualifications you have which you feel are related to the position for which you are applying:  
\_\_\_\_\_  
\_\_\_\_\_

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

### EMPLOYMENT HISTORY

List most recent first or attach resume.

Dates Employed	Employer
From _____ To _____ ____/____ ____/____ Month yr – month/yr	Employer Name _____ Phone Number _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____
From _____ To _____ ____/____ ____/____ Month yr – month/yr	Employer Name _____ Phone Number _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____
From _____ To _____ ____/____ ____/____ Month yr – month/yr	Employer Name _____ Phone Number _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____

### U.S. Military Service

Dates: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Skills and Experience Gained: \_\_\_\_\_

### PERSONAL REFERENCES

Give Below names of 3 persons not related to you, whom you have known for at least a year.

Name	Occupation	Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

