



Pittsburgh AIDS Task Force

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Employment Application

Date: _____

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Available start date: _____ Desired Salary: _____

Position Applied for _____
 Part time Full time

How many hours can you commit to each week? _____

Are there times you cannot work? Please Specify" _____

Are you eligible for employment in the U.S? Yes No

Previous Employment

Company: _____ Phone: _____

From: _____ To: _____

Address _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities:

Reason for Leaving:

Company: _____ Phone: _____

From: _____ To: _____

Address _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities

Reason for Leaving

Company: _____ Phone: _____

From: _____ To: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities:

Reason for Leaving:

Attach separate sheet for additional employment information

Education

High School: _____ City, State _____

Did you graduate? YES NO Diploma: _____

College: _____ City, State: _____

Did you graduate? YES NO Degree: _____

Additional Education: _____ City, State: _____

Did you graduate? YES NO Degree: _____

Military

Branch: _____ From: _____ To: _____

Professional and Volunteer Organizations

You need not to disclose membership in an organization that may reveal information regarding any protected status

Name _____ From _____ To: _____

Name _____ From _____ To: _____

Name _____ From _____ To: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Means of Transportation

Do you have a reliable method of transportation? Yes No

Do you have a driver's license? Yes No

Disclaimer and Signature

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

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other practices, shall reserve to create an actual or implied contract of employment, or to confer any right to remain an employee of PATF or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the CEO. Both the undersigned and PATF may end employment relationship at any time, without specified notice or reason. If employed, I understand that PATF may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.

I further understand that my employment with PATF shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period of thereafter, my employment relation with PATF is terminable at will for any reason by either party.

Signature of applicant: _____ Date: _____

PATF provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, PATF complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all term and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

PATF expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of PATF's employees to perform their job duties may result in discipline up to and including discharge.