



# APPLICATION FOR EMPLOYMENT

**RONALD MCDONALD HOUSE CHARITIES® OF CENTRAL PENNSYLVANIA**

745 West Governor Road • Hershey, PA 17033-2304

Phone: 717.533.4001 Website: rmhc-centralpa.org

Date: \_\_\_\_\_

First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Position(s) Desired: \_\_\_\_\_

Date available \_\_\_\_\_ Salary Requirements: \_\_\_\_\_

Emergency Notification: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

## **EDUCATION**

Name of High School \_\_\_\_\_ Diploma Yes \_\_\_\_\_ No \_\_\_\_\_

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

College/Other:

Name of School \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_

\_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_

## **EMPLOYMENT HISTORY (most current first)**

**Employer** \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Your Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Start Salary \_\_\_\_\_ End Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Your Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Start Salary \_\_\_\_\_ End Salary \_\_\_\_\_

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

**Employer** \_\_\_\_\_ City/State \_\_\_\_\_  
Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_  
Your Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_  
Start Salary \_\_\_\_\_ End Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ City/State \_\_\_\_\_  
Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_  
Your Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_  
Start Salary \_\_\_\_\_ End Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_ No \_\_\_\_  
**If YES**, please explain  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any physical limitations or special needs?  
Lifting \_\_\_\_ Bending \_\_\_\_ Climbing Stairs \_\_\_\_ Other \_\_\_\_\_

Please list Information Technology platforms you are experienced in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been **employed** by this or any other Ronald McDonald House Charities? Yes \_\_\_\_ No \_\_\_\_  
If yes, dates \_\_\_\_\_ Location \_\_\_\_\_

Have you ever **volunteered** by this or any other Ronald McDonald House Charities? Yes \_\_\_\_ No \_\_\_\_  
If yes, dates \_\_\_\_\_ Location \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Please list three (3) Professional References with phone numbers:

Name _____	Title _____	Phone _____
Name _____	Title _____	Phone _____
Name _____	Title _____	Phone _____

By applying for employment at RMHC of Central PA®, I authorize RMHC of Central PA to contact my references or otherwise validate the information I have shared. I authorize RMHC of Central PA to conduct a child abuse, criminal background and FBI clearance check. I agree to maintain privacy of any guest and/or patient information. I certify that all statements on this application are true and complete to the best of my knowledge.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Ronald McDonald House Charities® of Central Pennsylvania is an equal opportunity employer and does not discriminate against any employee or applicant on the bases of race, color, gender, national origin, age, religion, disability, veteran's status or sexual orientation.**