



APPLICATION FOR EMPLOYMENT

BARBER NATIONAL INSTITUTE

100 Barber Place

Erie, PA 16507

ANSWER ALL QUESTIONS COMPLETELY

AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED

We are an affirmative action federal contractor equal opportunity employer. All qualified applicants will receive consideration from employment without regard to race, color, religion, sex, national origin, ancestry, age, sexual orientation, protected veteran status or disability.

APPLICATIONS WILL BE ON FILE FOR 30 DAYS, AFTER WHICH YOU MUST
REAPPLY TO BE CONSIDERED FOR EMPLOYMENT

Date of application _____ Position(s) applied for _____

NAME _____
Last First M

ADDRESS _____
Street City State Zip Code

PHONE NUMBER () _____ E-MAIL ADDRESS _____

Are you eligible to work in the United States? ___ Yes ___ No

RECORD OF EDUCATION

	EDUCATIONAL INSTITUTION	MAJOR	MINOR	GRADE POINT AVERAGE (GPA)	DATES ATTENDED	DEGREE EARNED
High School						
College						
Post College						
Trade or Vocational						

EMPLOYMENT HISTORY

List below all present and past employment. (Begin with most recent and account for the last 10 years)

1.Name & Phone Number of Employer	Position Title	Salary	Dates Employed

2.Name & Phone Number of Employer	Position Title	Salary	Dates Employed

3.Name & Phone Number of Employer	Position Title	Salary	Dates Employed

4.Name & Phone Number of Employer	Position Title	Salary	Dates Employed

5.Name & Phone Number of Employer	Position Title	Salary	Dates Employed

(If you need additional space, please attach a sheet of paper.)

MISCELLANEOUS INFORMATION

List any experiences, practicums, skills or qualifications which you have that are related to the type of work for which you are applying. Please be specific.

REFERENCES

List three (3) **work related** references. References should be people we may contact who know you well and can verify your work history and habits. Do not list relatives.

Name	Relationship	Phone
	Company	e-mail

Name	Relationship	Phone
	Company	e-mail

Name	Relationship	Phone
	Company	e-mail

By signing this application, I am representing that the facts set forth in the application are true and complete. I agree that any false or incomplete statement in this application shall be sufficient reason for rejection or dismissal, whenever discovered. The Institute is authorized to make an investigation of any information included in this application and to contact any of the schools, employers, government agencies or individuals noted for purposes of references or verification. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

I expressly authorize the Institute at any time hereafter, either while I am employed at the Institute or after conclusion of my employment at the Institute, to supply information about my employment to any prospective employer, government agency, financial institution, or other party deemed by the Institute to have an appropriate interest in the information. I hereby expressly release the Institute from any and all liability in connection with the release of any such information.

I understand that the use of this application does not mean that there are any positions available and does not in any way obligate the Institute.

I recognize and agree that if I am offered and accept employment that there are certain criteria that will need to be met as prerequisites to the position for which I have been offered. To meet these requirements:

I must submit a favorable Act 33 Clearance (Child Abuse History Clearance) and an Act 34 Clearance (State Police Criminal Record Check) to the Barber National Institute at my time of hire. If I am not a resident of Pennsylvania, have not been a resident of Pennsylvania for the entire two years immediately (without interruption) proceeding employment, currently live out of state, or will be working with children; then in addition to the report from the PA State Police, a criminal history report from the Federal Bureau of Investigation must be submitted.

If I am hired in a position where I will have direct contact with children under 18 years of age, these clearances must be dated no earlier than the date of this application and my clearances must be renewed every 36 months while employed by Barber National Institute.

If I am hired in a position where I will not have direct contact with children under 18 years of age, these clearances can be dated within one year of my hire date.

If I do not have current clearances, I must apply for them on or before my first day of employment through the Human Resources Office.

After receiving completed Clearances, I must submit them to the Human Resource Office within 30 days of hire. I have 90 days from hire to submit FBI clearance results.

Failure to meet these requirements will result in my suspension or termination.

I must also satisfy medical criteria by receiving favorable Physical and T.B. test results.
(Physicals and T.B. tests are agency paid)

I must also, if position requires, possess and maintain a valid driver's license and be eligible to drive for the Agency. To establish eligibility, Motor Vehicle Reports will be requested and reviewed based on the Agency's Fleet Safety Program

I also recognize and agree that if I am offered and accept employment, I am not guaranteed any tenure of specific length of employment, and that my employment may be terminated at any time, with or without cause. I understand that no contract of employment exists between the employer and myself unless contained in a separate written and signed document which is expressly stated to be an employment contract. On occasion, the Institute may establish and distribute policies relating to various aspects of my employment. I recognize that these are intended for my instruction, information and guidance and do not create any specific rights on my part or obligations on the part of the Institute.

I acknowledge that the Institute has legitimate reason to be concerned with my standards of physical appearance and personal conduct since these matters can reflect upon the Institute and my fellow employees. If accepted for employment, I agree to abide by all rules, regulations, policies and instructions established by the Institute. I recognize that these may change from time to time over the course of my employment

I also understand that the Barber National Institute is a smoke free and drug free workplace and that a drug screening may be required with or without notice by the Institute at any time.

Signature

Date

**BARBER NATIONAL INSTITUTE
APPLICANT
SELF-IDENTIFICATION FORM**

As an employer and government contractor, we comply with government regulations, including but not limited to the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRAA), the Jobs for Veterans Act of 2003, as amended where applicable, as well as all other applicable current local, state and federal Equal Employment Opportunity Statutes. Our affirmative action responsibilities include but are not limited to employing and advancing in employment qualified minorities, females, disabled individuals and protected veterans, minorities, females and the disabled pursuant to applicable legislation. You may provide this information at this time and/or at any time in the future. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information provided will be used only in ways that are not inconsistent with applicable current legislation. **The information you submit will be kept confidential**, except that (i) Supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals, and regarding necessary accommodations; (ii) First aid and safety personnel may be informed to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by OFCCP, or enforcing the Americans with Disabilities Act, may be informed.

Section 1: General Information

Date	
Name	
Position Applied For	

Section 2: Please check ALL that apply (see following definitions)

Race of Ethnic Identity (Check One)	Gender (Check One)	Veteran Status (Check One)
<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino (White) <input type="checkbox"/> Hispanic or Latino (All races other than White) <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Two or more races <input type="checkbox"/> White	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> I identify as one or more of the classifications of protected veterans listed on page 2, please indicate by checking the appropriate box below. As a government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA. <input type="checkbox"/> I am not a protected veteran.

VETERANS STATUS DEFINITIONS

We are a government contractor subject to the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C.4212 (VEVRAA), which requires government contractors to take affirmative action to employ and advance in employment: (1) Disabled veterans; (2) Recently separated veterans; (3) Active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined below.

All following definitions apply to persons who served in the active military ground, naval, or air service of the United States, and who were discharged or released therefrom under conditions other than dishonorable.

Disabled Veteran: A "disabled veteran" is one of the following: (a) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or (b) A person who was discharged or released from active duty because of a service-connected disability. (See Reasonable Accommodation Section)

Recently Separated Veteran: Any veteran during the three-year period beginning on the date of such veterans discharge or release from active duty in the U.S. military, ground, naval, or air service.

Armed Forces Service Medal Veteran: Veterans who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985 (62 FR 1209). For those with internet access, the information required to make this determination is available at http://www.opm.gov/veterans/html/vg_edal2.htm. A copy of the list may also be obtained by calling (301) 306-6752 and requesting that a copy be mailed to you.

Active Duty Wartime or Campaign Badge Veteran: A veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

Pre-JVA Veteran:

- **Special Disabled Veteran:** Veterans who are entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs for a disability rated at thirty (30) percent or more, or rated at ten (10) or twenty (20) percent in the case of a veteran who has been determined, under section 3106 of Title 38 – Veterans Benefits, to have a serious employment handicap; or a person who was discharged or released from active duty because of service-connected disability. (See Reasonable Accommodation Section)
- **Vietnam Era Veteran:** Eligible veterans whose active U.S. military, naval, or air service was during the Vietnam era.
- **Pre-JVA Recently Separated Veteran:** A pre-JVA veteran during the one-year period beginning on the date of the pre-JVA veteran's discharge or release from active duty.
- **Other Protected Veteran:** A person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

Protected veterans may have additional rights under USERRA – the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veteran Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

~ THANK YOU FOR YOUR COOPERATION AND TIME ~