

APPLICATION FOR EMPLOYMENT

FIRETREE IS AN EQUAL OPPORTUNITY EMPLOYER

FIRETREE COMPLIES WITH ALL FEDERAL, STATE, AND LOCAL LAWS THAT PROHIBIT DISCRIMINATION ON ACCOUNT OF AN APPLICANT'S RACE, COLOR, GENDER, AGE, RELIGION, CREED, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN OR ANCESTRY, DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.

(PLEASE PRINT PLAINLY AND COMPLETE ALL SECTIONS) Date _____

Name _____ Social Security No. _____
Last First MI

Present Address _____
No. Street
City State Zip Code

Telephone: Home () _____ Business () _____ Other _____

How long have you lived at present address? _____

How did you learn about Firetree, Ltd. or its subsidiary facilities?

- Advertisement
- Employment Agency
- Friend
- Relative
- Walk-in
- Other _____

At time of hire, will you be able to demonstrate that you are legally authorized to work in the United States?

- Yes
- No

Are you 18 years of age or older?

- Yes
- No

Position(s) Applied for: 1. _____ Salary Requirements \$ _____ per _____
2. _____ Salary Requirements \$ _____ per _____

Would you like to work: Full Time _____ Part Time _____ Shift Work _____ Intern _____ Temporary _____

Are you currently on "lay-off" status and subject to recall?

- Yes
- No

Will you be willing to work at any location within our organization?

- Yes
- No

Can you travel if a job requires it?

- Yes
- No

If yes, what percentage of your job would you be willing to travel? _____%

Were you previously employed by Firetree, Ltd. or any of its subsidiaries?

- Yes
- No

If yes, when and what position? _____

Are you related to or do you currently reside (cohabitate) with any employee of Firetree, Ltd., or any of its affiliated organizations?

- Yes
- No

If yes, please indicate the name of the employee and location of the facility where employed: _____

Were you referred for employment by a Firetree, Ltd. employee?

- Yes
- No

If yes, who? _____

Have you ever been convicted of a crime (including convictions for child or sexual abuse)?

- Yes*
- No

If yes, please explain: _____

*A "yes" response will not automatically disqualify an applicant for a position with Firetree.

Have you ever been discharged (fired) or asked to resign?

- Yes
- No

If yes, please explain: _____

Have you ever been employed or educated using a different name?

- Yes
- No

If yes, what name? _____

If your application is considered favorably, on what date will you be available to start work? _____

List any other experiences, skills, qualifications, specialized training, apprenticeship, or extracurricular activities which you feel would especially fit you for work with our company.

Describe any job-related training you have received.

Indicate any foreign language(s) you can speak, read, and/or write:

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

RECORD OF EDUCATION – List all schools of higher education

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
High School			Yes*	
			No	
College			Yes	
			No	
Other (Please Specify)			Yes	
			No	

*Includes receipt of GED.

EMPLOYMENT RECORD

Starting with your **PRESENT** or **MOST RECENT** employer, list all previous employers. Include any job-related military service assignments and volunteer activities. Include self-employment, summer employment, and part-time jobs. You may exclude organizations that indicate race, color, religion, gender, national origins, disabilities, sexual orientation, or other protected status.

NAME AND ADDRESS OF EMPLOYER: _____

DATES EMPLOYED: From (Mo., Yr.) _____ To (Mo., Yr.) _____

POSITION AND DUTIES (Work Performed): _____

SUPERVISOR'S NAME AND TITLE: _____

SALARY: Starting _____ Leaving _____

REASON FOR LEAVING: _____

NAME AND ADDRESS OF EMPLOYER: _____

DATES EMPLOYED: From (Mo., Yr.) _____ To (Mo., Yr.) _____

POSITION AND DUTIES (Work Performed): _____

SUPERVISOR'S NAME AND TITLE: _____

SALARY: Starting _____ Leaving _____

REASON FOR LEAVING: _____

NAME AND ADDRESS OF EMPLOYER: _____

DATES EMPLOYED: From (Mo., Yr.) _____ To (Mo., Yr.) _____

POSITION AND DUTIES (Work Performed): _____

SUPERVISOR'S NAME AND TITLE: _____

SALARY: Starting _____ Leaving _____

REASON FOR LEAVING: _____

If presently employed, why do you desire to change positions? _____

If you are now employed, may we contact your present employer?

Yes

No

If yes, please sign here to verify authorization _____

List professional, trade, business, or civic activities, and offices held.

(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, sexual orientation, or other protected status).

State any additional information you feel may be helpful to us in considering your application.

PROFESSIONAL REFERENCES

1. _____ ()
(NAME) (PHONE NUMBER)

(ADDRESS)

2. _____ ()
(NAME) (PHONE NUMBER)

(ADDRESS)

3. _____ ()
(NAME) (PHONE NUMBER)

PERSONAL REFERENCES (Not Former Employers or Relatives)

NAME AND OCCUPATION	ADDRESS	PHONE NO.

-----PLEASE READ CAREFULLY-----

APPLICANT'S CERTIFICATION

By signing below, I hereby certify that the facts set forth in this employment application are true and complete. I understand that any false answer, statement, or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge. The applicant further understands and agrees that any offer of employment made by the Company is contingent upon submission of evidence verifying that the applicant is authorized to work in the United States. Any offer of employment may also, depending on the position, be contingent on the successful completion of a background check.

We would like to draw your attention to the following statement which appears on this employment application that has to do with "employment at will."

I understand that nothing in this employment application or in the granting of an interview is intended to create an employment contract between the Company and myself for either employment or for providing any benefit. No offers regarding employment have been made to me and I understand that no such offer or guarantee is binding upon the Company unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment with the Company at any time for any reason and that the Company retains a similar right.

Additionally, I hereby give this Company the right to make a thorough investigation of my past employment and character references, education, criminal investigations, criminal records check, verification of licensure, general reputation, and activities, and I release from all liability all persons, companies, and corporations supplying such information. I indemnify the Company against any liability which might result from making such an investigation.

If offered a position with Firetree, I understand that I may be subject to pre-employment screening for controlled substances and/or alcohol. A positive result will result in my offer being withdrawn. Should I refuse to submit to such screening, I understand that my offer will be withdrawn. If offered employment with Firetree, I understand that I may be required to take a pre-employment physical examination and that the examining physician may disclose the results of the physical examination to the Company or authorized agent of the Company.

This application for employment shall be considered active for a period of time not to exceed six (6) months. An applicant wishing to be considered for employment beyond this period of time should inquire as to whether or not applications are being accepted at that time.

APPLICANT'S SIGNATURE

DATE

Employment Data Record – Voluntary Survey

Employees are treated during employment without regard to race, color, sex, age, religion, creed, military, or veteran status, national origin or ancestry, disability, marital status, sexual orientation, or any other legally protected status.

If you are applying for a position with Firetree or one of its affiliated organizations, your cooperation in the completion of this portion of the application will assist us in complying with government regulations regarding equal employment opportunities and affirmative action programs.

The purpose of this Employment Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government regarding the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or Personnel File.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

(PLEASE PRINT PLAINLY)

Name		
Address		
City	State	Zip Code
Social Security Number		
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Check only one of the following:		
<input type="checkbox"/> White (not of Hispanic Origin)	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian or Alaskan Native
<input type="checkbox"/> Black (not of Hispanic Origin)	<input type="checkbox"/> Asian or Pacific Islander	
Check if any of the following are applicable:		
<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> Special Disabled Veteran	
<input type="checkbox"/> Newly-Separated Veteran	<input type="checkbox"/> Other Protected Veteran	

PLEASE NOTE: AFTER VOLUNTARY COMPLETION OF THIS FORM, PLEASE DETACH THIS SHEET FROM THE APPLICATION AND GIVE TO YOUR INTERVIEWER TO MAIL TO THE HUMAN RESOURCES DEPARTMENT IN WILLIAMSPORT, PA.

INTERVIEWER: Please give the portion of the Application to the Executive or Assistant Director for your facility to be mailed to the following address: Firetree, Ltd., Attn: Human Resources Department, 800 West Fourth Street, Williamsport, PA 17701.

THIS SHEET MAY NOT BE INCLUDED IN THE APPLICANT'S FILE.