



EMPLOYMENT APPLICATION
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Completed forms are accepted via email sent to info@pennscave.com;
by mail sent to 222 Penns Cave Road, CentreHall, PA 16828; or hand delivered in person.

APPLICANT'S INFORMATION

Legal Name: Last First M Date:

Address: Street Address Apt./Unit # Phone:

City State Zip Code Email:

Birth Date:

Can you, upon employment,
submit a Birth Certificate or other
proof of age? Yes ☐ No ☐

Date Available: SS #: Desired Salary:

Position applied for:

Time desired:
Full ☐ Part ☐

If Part time, specify
days and hours you
are available:

Do you have a valid driver's license? Yes ☐ No ☐

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If Yes:

License Number:

Exp. Date: State:

APPLICANT'S INFORMATION CONTINUED

Do you have reliable transportation to work? Yes ☐ No ☐

Are you a U.S. Citizen? Yes ☐ No ☐

If No:

Are you authorized to work in the US, and able to produce the necessary documentation without restriction? Yes ☐ No ☐

Have you ever worked for this company? Yes ☐ No ☐

If Yes:

When?

Have you ever been convicted of a felony? Yes ☐ No ☐

If Yes:

Explain:

Are you willing to submit to a drug test?* Yes ☐ No ☐

*Applicants under 18 must have a parent or guardian accompany them to a drug test.

In case of emergency, notify:

1. Legal Name: Relationship:
Last First M

Phone: Email:

2. Legal Name: Relationship:
Last First M

Phone: Email:

EDUCATION AND TRAINING

High School: Address:

From: To:

Did you graduate? Yes ☐ No ☐ Diploma:

College: Address:

From: To:

Did you graduate? Yes ☐ No ☐ Diploma:

EDUCATION CONTINUED

Other: Address:

From: To:

Did you graduate? Yes ☐ No ☐ Diploma:

Please list any other relevant education, awards, or trainings:

List trade or organizations of which you are a member (clubs, team sports, etc...):

REFERENCES

Please list 3 professional references that are not relatives.

Legal Name: *Relationship:*

Company: *Phone:*

Address: *Email:*

Legal Name: *Relationship:*

Company: *Phone:*

Address: *Email:*

Legal Name: *Relationship:*

Company: *Phone:*

Address: *Email:*

PREVIOUS EMPLOYMENT

Present or Last Employer:

Salary Information:

Company:

Phone:

Address:

Supervisor:

Job Title:

From:

To:

Responsibilities:

May we contact your previous supervisor for a reference?

Yes ☐

No ☐

Next Previous Employer:

Salary Information:

Company:

Phone:

Address:

Supervisor:

Job Title:

From:

To:

Responsibilities:

May we contact your previous supervisor for a reference?

Yes ☐

No ☐

Next Previous Employer:

Salary Information:

Company:

Phone:

Address:

Supervisor:

Job Title:

From:

To:

Responsibilities:

May we contact your previous supervisor for a reference?

Yes ☐

No ☐

MILITARY SERVICE

Branch:

From:

To:

Rank at Discharge:

Type of Discharge:

If other than honorable, explain:

DISCLAIMER AND SIGNATURE

I certify that the information I have given in this Application is complete, true and correct to the best of my knowledge and belief; and I authorize Penn's Cave, Inc. to verify any and all of the statements that I have made in connection with this Application.

I also authorize all persons and institutions, including my previous employers and the schools that I have listed herein and their respective agents and/or representatives to provide Penn's Cave, Inc. with any information that it requests in connection with this Application. I hereby release all of these persons and institutions and Penn's Cave, Inc. from any and all liability for any damage arising from the verification process. I understand that false statements on this Application or omissions of material information from this Application, as determined by Penn's Cave, Inc., can cancel this Application or be cause for my immediate termination in the event that I am employed by Penn's Cave, Inc. as a result of this Application. If employed, I agree to abide by all Penn's Cave, Inc. rules, regulations and/or policies as they now or may exist and I understand and agree that failure to do so may result in my immediate termination.

I understand that my employment is contingent upon my successful completion of a pre-placement, post-offer background check and/or drug testing. I understand that, within the time frame specified by Penn's Cave, Inc., I must produce applicable documents showing that I am a United States citizen or alien authorized to work in the United States. I further understand that my employment is also contingent upon successful completion of the 90 day probationary period during which I must execute the skills required of my position to the satisfaction of Penn's Cave, Inc. I understand that I may be released from employment at any time during the 90 day probationary period for unsatisfactory performance or progress in executing the skills required for the position.

I understand and agree that, if employed by Penn's Cave, Inc., Penn's Cave, Inc. will be free to terminate the employment relationship at any time, without cause or notice. I further understand and agree that I have no guarantee from Penn's Cave, Inc. on the length of employment or the hours of work available to me per week.

Print Name:

Date:

Signature:

Submit