

Service Systems Associates

Employment Application

Date of Application _____

Position Applied for - *Please select one:*

- Food Service Cashier
 Food Service Cook
 Retail Cashier
 Banquet Server
 Other _____

Personal History

Last name _____		First name _____		(M.I.) _____								
Home addresses for the past 6 years (Use additional page if needed)												
Present Home address	Apt. #	City	State	Zip code	Dates of residency							
Home address	Apt. #	City	State	Zip code	Dates of residency							
Home address	Apt. #	City	State	Zip code	Dates of residency							
Home telephone ()	Cell phone ()		If employed, can you verify that you are 18 yrs. of age or older? <input type="radio"/> Yes <input type="radio"/> No		If no, do you have a valid work permit? <input type="radio"/> Yes <input type="radio"/> No							
e-mail address _____												
Date available to start:	Days and Hours available		S	M	T	W	Th	F	S	A.M.	P.M.	or both
Are you available to work Memorial Day weekend?	<input type="radio"/> Yes <input type="radio"/> No											
Are you available to work 4th of July weekend?	<input type="radio"/> Yes <input type="radio"/> No											
Are you available to work Labor Day weekend?	<input type="radio"/> Yes <input type="radio"/> No											
How did you hear about this opportunity?	<input type="radio"/> Newspaper Ad		<input type="radio"/> Friend _____		<input type="radio"/> Relative _____							
		<input type="radio"/> School Posting		<input type="radio"/> Other _____								
Are you either a United States citizen or an alien who has the right to work in the job for which you are applying? <input type="radio"/> Yes <input type="radio"/> No			Pursuant to the Immigration Reform and Control Act of 1986, if you are hired you must produce, within 72 hours, documents which are specified by the federal government, establishing your identity and authorization for employment in the United States.									
In case of emergency, notify the person below who has the authority to act on my behalf.												
Name _____		Home telephone () _____		Business telephone () _____								
Home address _____		City _____		State _____		Zip code _____						

Supplemental Data

Maiden Name or Other Names Used in School, Previous Employment or State Certification _____	
Have you ever been convicted of a crime? Yes No	
Felony _____ or Misdemeanor _____, List Date _____ City/County _____ State _____	
If Yes, explain. _____	

Education List highest level of education acquired.

GED:	Yes	No	Date received	Name and Address of Site
School name				School address
High School				City _____
				State _____
				# of years attended _____
				Graduate? <input type="radio"/> Yes <input type="radio"/> No
College or Technical School				City _____
				State _____
				# of years attended _____
				Graduate? <input type="radio"/> Yes <input type="radio"/> No
Trade or Graduate School				City _____
				State _____
				# of years attended _____
				Graduate? <input type="radio"/> Yes <input type="radio"/> No

Employment History List present and past employment, beginning with most recent. (Include military service.) May we contact Present Employer(s)? Yes No

Dates	Employer	Duties	Pay rate	Reason for leaving
Current/ Previous Job	Name _____		Start: _____	
From:	Address _____		\$ _____	
	City _____		Finish: _____	
To:	State _____ Zip code _____		\$ _____	
Supervisor Name and Title _____			Telephone () _____	
Dates	Employer	Duties	Pay rate	Reason for leaving
Previous Job	Name _____		Start: _____	
From:	Address _____		\$ _____	
	City _____		Finish: _____	
To:	State _____ Zip code _____		\$ _____	
Supervisor Name and Title _____			Telephone () _____	
Dates	Employer	Duties	Pay rate	Reason for leaving
Previous Job	Name _____		Start: _____	
From:	Address _____		\$ _____	
	City _____		Finish: _____	
To:	State _____ Zip code _____		\$ _____	
Supervisor Name and Title _____			Telephone () _____	

References

Name _____	Home phone () _____	Business Phone () _____
Address _____	Years Known _____	Socially _____ Professionally _____
Business Address _____		
City _____ State _____ Zip code _____	Title _____	
Name _____	Home phone () _____	Business Phone () _____
Address _____	Years Known _____	Socially _____ Professionally _____
Business Address _____		
City _____ State _____ Zip code _____	Title _____	
Name _____	Home phone () _____	Business Phone () _____
Address _____	Years Known _____	Socially _____ Professionally _____
Business Address _____		
City _____ State _____ Zip code _____	Title _____	

Essay Question

Service Systems Associates has a long history of providing customer services for Zoos and Aquariums across the country. We pride ourselves on creating a positive family environment and contribute to the zoo's goals of education and conservation. Please explain how you will be an asset in contributing to our mission. Give examples of past experiences that have helped to prepare you for this position. (maximum 500 words)

Empty text box for the essay response.

Please Read Carefully

Please do not call the Zoo to follow up on your application. The Human Resources department is unable to respond to the large volume of calls we receive. Candidates selected for employment will be contacted by telephone.

Please mail your application to: Service Systems Associates
Human Resource Department
One Wild Place
Pittsburgh, PA 15206

I understand that Service Systems Associates is an at will employer and my employment can be terminated with or without cause and with or without notice at any time at the option of SSA or myself. If employed by SSA, I will abide by the policies, procedures, rules and regulations and understand that they can be changed at any time. I understand that as an employee I am responsible for knowing the rules, regulations, policies and procedures of the organization.

I give authorization to contact any or all previous employers, references, schools, law enforcement agencies, and all persons necessary to confirm my personal history, general reputation and character. All persons, corporations, law enforcement agencies and schools supplying such information will be released from all liability and damages whatsoever or using said information.

Applicant's signature

Date

For Office Use Only

Possible Position:				
<input type="radio"/> Hire	<input type="radio"/> Hold	<input type="radio"/> Not hire	Starting date:	Starting rate:
<input type="radio"/> Full-time	<input type="radio"/> Part-time	<input type="radio"/> Seasonal	Interviewed by:	Date:



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