



**COMMUNITY COUNSELING CENTER OF MERCER COUNTY
EMPLOYMENT OPPORTUNITIES**

Current open position(s):

Applications are accepted when openings occur and will be kept on file for (60) sixty days from the date of receipt for consideration in filling any applicable vacancies.

Excellent wage and fringe benefits offered to full time employees.

Part-time, casual employees are eligible for limited benefits based on hours worked.

When applying please download and complete the CCC Employment Application packet.

CCC Employment Application

Mail completed application to

**Attn: HR Department
Community Counseling Center of Mercer County
2201 E. State Street
Hermitage, PA 16148**

**Proud member of the United Way
Equal Opportunity
Provider –Limited- English
Proficiency Access**



COMMUNITY COUNSELING CENTER OF MERCER COUNTY

Phone: 724-981-7141

Fax: 724-981-7763

PLEASE READ THE FOLLOWING BEFORE COMPLETING OUR APPLICATION FORM:

1. There is no guarantee of an interview or job offer after completing our blank employment application. Your application will be considered with others who have submitted applications and decisions about interviews will be based on how the potential candidate's education, training, and/or work history matches the requirements for the position.
2. The application form must be completely filled out to be considered for employment.
3. You may attach a resume, but you still need to fill out the application form in its entirety. Do not say "Refer to Resume" on the application form. If this occurs, the application will be destroyed and the applicant will not be considered for employment.
4. If the information on the application cannot be satisfactorily verified by the Human Resources when doing employment reference checks, your application will be considered incomplete.
5. If an application is submitted and an interview is scheduled with the applicant, the applicant will be contacted to set up an interview in the time frame allotted for interviews. If you are no longer interested or available in employment with the Community Counseling Center, please decline the interview request.
6. If you are called in to interview for a position, and another candidate is offered and accepts the position that you interviewed for, you will receive written correspondence.
7. Due to the large number of received applications and the competitive nature of our employment process, specific reasons for employment decision will not be released.

I have read and understand the above statements.

Signature of Applicant

Date



COMMUNITY COUNSELING CENTER OF MERCER COUNTY APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Please type or print in ink. If additional space is needed, use an 8 ½ x 11 sheet of paper.

Position(s) applying for _____ Date of Application: _____
_____ Full time _____ Part-time/Contract _____ Casual
_____ Social Security Number _____
Last First Middle

Address: _____
Street City State Zip Code (County)

Telephone: Home: _____ Cell: _____ E-mail Address: _____

If necessary, best time to call you at which phone number is _____ a.m. _____ p.m. _____

Are you legally eligible for employment in this country? _____ Y _____ N
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

PA resident _____ Y _____ N If so, how long? _____

Are any of your school/employment records listed under another name? _____ Y _____ N
If yes, list the name here: _____

Have you ever been employed by us before? _____ Yes _____ No If yes, when _____

Were you referred by someone? _____ Yes _____ No If yes, whom _____

EDUCATIONAL BACKGROUND INFORMATION

High School	Address	Date of Graduation or GED Date	Major Course of Study
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Business/Technical School	Address	Date of Graduation Diploma/AD	Major Course of Study
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College/University	Address	Date of Graduation BA/BS	Major Course of Study
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Graduate or Professional	Address	Date of Graduation MA/MS/Ph.D.	Major Course of Study
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List by number, year issued and date of expiration any licenses to include driver's license, certificate of registration issued by the Commonwealth or Professional Association which relates to, or is a requirement for the position for which you are applying.

List any other training and experience you have that you believe particularly applies to the type of work for which you are applying.

EMPLOYMENT HISTORY

Please account for all periods (including unemployment), beginning with your current or most recent employer and working backwards. (Include paid employment, volunteer, unpaid work and military services which in your opinion helps to qualify you for the job you are applying for.

Name of Employer: _____

Address: _____ Phone: _____

Position Held: _____ Hours worked per week: _____

Name & Title of Immediate Supervisor: _____

Dates of Employment From: _____ To: _____ Describe briefly you major job duties and responsibilities.

Reason for leaving: _____

Current or Final Hourly Rate/Yearly Salary \$ _____

Name of Employer: _____

Address: _____ Phone: _____

Position Held: _____ Hours worked per week: _____

Name & Title of Immediate Supervisor: _____

Dates of Employment From: _____ To: _____ Describe briefly you major job duties and responsibilities.

Reason for leaving: _____

Current or Final Hourly Rate/Yearly Salary \$ _____

Name of Employer: _____

Address: _____ Phone: _____

Position Held: _____ Hours worked per week: _____

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Name & Title of Immediate Supervisor: _____

Dates of Employment From: _____ To: _____ Describe briefly you major job duties and responsibilities.

Reason for leaving: _____

Current or Final Hourly Rate/Yearly Salary \$ _____

Please list any additional employment experience on a separate piece of paper that is relevant to the position for which you are applying or if employment listed above is less than a 7 year span.

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OR HAVE YOU EVER FORFEITED BOND OR COLLATERAL IN CONNECTION WITH A CRIMINAL CHARGE? (The term criminal offense is defined as any felony or misdemeanor, including any summary offense. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merit. If “Yes”, give details on a separate sheet of paper. Be sure to include your social security number. DUI’s and substance abuse convictions must be reported.

____ YES ____ NO

ARE THERE ANY CRIMINAL CHARGES PENDING AGAINST YOU? IF “YES” PLEASE GIVE DETAILS BELOW: ____ YES ____ NO

REFERENCES

List name and telephone numbers of three references. Two must be business/professional references and one may be personal. Do not list any references of people who are related to you.

Name	Telephone Number	Years Known
1. _____		
2. _____		
3. _____		

I, the undersigned, hereby apply for employment and certify that all information given on this application is true and complete to the best of my knowledge. I give permission to contact the references listed above.

I understand that false statements, misrepresentation or omission of information on this application will be sufficient cause for cancellation of consideration for employment or dismissal from the Community Counseling Center (CCC) if I have already been employed.

I authorize all educational institutions, individuals, companies and their representatives to supply any information concerning my background. I also give permission for the above references to be called, and I release all of them from any liability and responsibility arising from their doing so.

In consideration of my employment, I agree to conform to the policies outlined in the CCC Personnel Practices Handbook which will be issued to me upon becoming employed. It will be my responsibility to read the handbook and discuss any questions with my supervisor and/or Human Resources personnel. I understand that this application does not, by itself, create a contract of my employment. I understand and agree that, if hired, my employment is for no definite period of time, and may be terminated with or without notice at any time at the option of CCC or me if I do not follow the policies set forth by CCC.

“I hereby certify that all statements are complete and correct to the best of my knowledge and belief. I consent to and am aware that all statements contained here may be verified and that any misrepresentation may result in dismissal.”

SIGNATURE (Sign as you usually sign)

DATE