

APPLICATION FOR EMPLOYMENT

Position Applied For: _____ Date of Application: _____

Date Available _____

PERSONAL INFORMATION:

Name: _____
(Last, First, M.I.)

Address: _____
(Number & Street)

(City, State, Zip Code)

Telephone: _____ Social Security No. _____
(Home) (Work or Cell)

Are You 18 Years of Age or Older? Yes No

Are You Authorized to Work in the United States? Yes No

Have You Previously Applied for a position with St. Anthony's? Yes No

If yes, please provide date and position applied for: _____

Have you ever been convicted of a crime (other than a misdemeanor or summary traffic violation)? Yes No

If yes, please provide details: _____

Do you currently have a Pennsylvania Child Abuse Clearance? Yes No

Have you ever been a member of the Armed Forces? Yes No

If yes, please list branch, length of service, and highest rank obtained. _____

COMPUTER SKILLS:

Please list computer software skills and proficiency level:

Microsoft Word _____ Microsoft Excel _____ Access _____

PowerPoint _____ Maestro _____ Corel Draw _____

Outlook _____

Other Apps: _____

Other Office Equipment: _____

EDUCATION:

	<u>Name of School</u>	<u>City and State</u>	<u># Years Attended</u>	<u>QPA</u>	<u>Degree, Course of Study</u>
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Graduate	_____	_____	_____	_____	_____
Business, Trade Or Other	_____	_____	_____	_____	_____

PROFESSIONAL LICENSE/MEMBERSHIPS:

Please list any professional organizations, offices held, and professional licenses (indicating type of license):

EMPLOYMENT HISTORY:

Please list your employment history, starting with your current or most recent position and continuing with all past employment. If you need additional space, please use the back of this sheet. Please account for any break in employment.

EMPLOYER: _____

Company Address: _____

Job Title: _____

Describe Your Duties: _____

From (Mo./Yr.) _____ To (Mo./Yr.) _____ Ending Salary \$ _____

Reason for Leaving: _____

Name and Title of Immediate Supervisor: _____

May We Contact Employer? Yes No

EMPLOYER: _____

Company Address: _____

Job Title: _____

Describe Your Duties: _____

From (Mo./Yr.) _____ To (Mo./Yr.) _____ Ending Salary \$ _____

Reason for Leaving: _____

Name and Title of Immediate Supervisor: _____

May We Contact Employer? Yes No

EMPLOYER: _____

Company Address: _____

Job Title: _____

Describe Your Duties: _____

From (Mo./Yr.) _____ To (Mo./Yr.) _____ Ending Salary \$ _____

Reason for Leaving: _____

Name and Title of Immediate Supervisor: _____

May We Contact Employer? Yes No

EMPLOYER: _____

Company Address: _____

Job Title: _____

Describe Your Duties: _____

From (Mo./Yr.) _____ To (Mo./Yr.) _____ Ending Salary \$ _____

Reason for Leaving: _____

Name and Title of Immediate Supervisor: _____

May We Contact Employer? Yes No

Why are you seeking new employment? _____

If you were ever discharged from a job, please explain. _____

REFERENCES:

Please provide two professional and two personal references (other than relatives) who have known you at least two years and whom we may contact:

	<u>Name & Occupation</u>	<u>Address</u>	<u>Phone Number</u>	<u>Professional or Personal</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize St. Anthony School Programs to verify their accuracy and to obtain reference information on my work performance. I hereby release St. Anthony School Programs from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of St. Anthony School Programs. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or St. Anthony School Programs may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ Date: _____