

APPLICATION FOR EMPLOYMENT

St. Joseph Institute
134 Jacobs Way
Port Matilda PA 16870



St. Joseph Institute is an equal opportunity employer dedicated to a policy of non-discrimination in all areas of employment. In accordance with this policy all qualified applicants for employment will be considered without regard to race, color, creed, religion, sex, national origin, age or the presence of a non-job related medical condition or handicap.

- **St. Joseph Institute is a smoke-free and fragrance-free environment.**

THIS APPLICATION WILL REMAIN ACTIVE FOR A PERIOD OF 120 DAYS. After the 120 day period, you will need to reapply and fill out a new application to be considered for any position for which you have indicated interest.

Date of Application _____ Position(s) Applied For _____

(Failure to identify at least one specific position will void the application)
(The use of "any open position" or similar wording will void the application)

I. GENERAL INFORMATION

Name (Print) _____
(Last) (First) (Middle)

Telephone Number () _____ Message Number () _____

Present Address _____
(Number and Street Address)

(City) (State) (Zip Code)

Type of work desired: Full Time _____ Part Time _____ Date Available _____

Hours Available _____ Days Available _____

Are you legally eligible for employment in the United States? Yes _____ No _____
(Proof of U.S. Citizenship or Immigration Status will be required upon employment)

Are you age 18 or older? Yes _____ No _____

Do you have a valid Pennsylvania Driver's License? Yes _____ No _____
(Only applicable if position applying for requires a valid driver's license)

Have you ever been convicted of a felony and/or a misdemeanor? Yes _____ No _____
(Such a conviction may be relevant if job related, but is not an automatic bar to employment)

If yes, describe in full, including date(s) _____

II. WORK EXPERIENCE

Beginning with your present or most recent employer, please list the requested information including military experience. Explain any gaps in employment in the comment section below. If additional space is required, please continue on a separate sheet of paper.

	<u>Dates</u>	<u>Hourly Rate/Salary</u>
Employer _____	From: _____	Starting _____
Address _____ _____	To: _____	Final _____
Job Title _____	Supervisor/Phone _____	
Reason for Leaving _____	May we contact for reference? Yes _____ No _____	

	<u>Dates</u>	<u>Hourly Rate/Salary</u>
Employer _____	From: _____	Starting _____
Address _____ _____	To: _____	Final _____
Job Title _____	Supervisor/Phone _____	
Reason for Leaving _____	May we contact for reference? Yes _____ No _____	

	<u>Dates</u>	<u>Hourly Rate/Salary</u>
Employer _____	From: _____	Starting _____
Address _____ _____	To: _____	Final _____
Job Title _____	Supervisor/Phone _____	
Reason for Leaving _____	May we contact for reference? Yes _____ No _____	

	<u>Dates</u>	<u>Hourly Rate/Salary</u>
Employer _____	From: _____	Starting _____
Address _____ _____	To: _____	Final _____
Job Title _____	Supervisor/Phone _____	
Reason for Leaving _____	May we contact for reference? Yes _____ No _____	

Comments: _____

III. EDUCATION

Name of Last High School Attended: _____

City and State _____

Do you have a High School Diploma or G.E.D. _____ Year _____

Name of College(s) or Trade School(s) Attended: _____

Number of Years Completed _____ Degree _____ Certificate _____

GPA/Class Rank _____ Major _____ Minor _____

List current job related Licenses or Certificates:

What other education or training have you had? Describe training, the source and the dates.

What job skills do you possess?

IV. REFERENCES

Please list below three (3) references (**Not Related to You and Not a Former Employer**) who we may contact for the purpose of obtaining information relating to you.

Name:	Address	Phone Number	Number of Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

V. AGREEMENT

I hereby verify that all the answers given and statements made are true and correct. I hereby authorize all my previous employers or references to furnish any information concerning my personal character, work habits or employment records. I hereby release all such persons from liability or damages incurred as a result of inquiry and furnishing this information. I hereby authorize you to make any investigation of my 1) personal history, 2) financial and credit record, 3) criminal record history, through any investigative agencies or bureaus of your choice.*

In the event of employment:

- a. I understand that false or misleading information given in my application or interview(s) may result in discharge.
- b. I understand that my continuation of employment is at the will of St. Joseph Institute and that acceptance of employment does not constitute an expressed or implied contract of continued employment at St. Joseph Institute, or any subsequent employment with any affiliated organization. I understand that as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

Signature of Applicant

Social Security Number

Date

***NOTE: The provisions of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.**

***NOTE: The hiring of any employee is based upon a probationary period of ninety days.**

FOR COMPANY USE ONLY

Schedule Interview: Yes _____ No _____ Date: _____

Comments: _____

