



# Application for Employment

Application Date: \_\_\_\_\_

Date Available to Work: \_\_\_\_\_

## PERSONAL

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department(s) for which you are applying:  Maintenance  Food Service  Early Childhood  Support Staff  Coach  
 Other \_\_\_\_\_

Salary requirements: \_\_\_\_\_

Are you available full time?  Yes  No Will you consider less than full time?  Yes  No

How did you learn of this opening? \_\_\_\_\_

Have you ever been employed at Holy Family? \_\_\_\_\_

## SKILLS & EDUCATION

Computer Skills - list programs with which you are familiar:

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High School: \_\_\_\_\_ Diploma:  Yes  No

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

College: \_\_\_\_\_ Degree:  Yes  No

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Other Education & Certifications:

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**EMPLOYMENT EXPERIENCE** – Begin with most recent or current employer

**Employer:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  Full time  Part time

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Wage: \_\_\_\_\_ May we contact:  Yes  No

Duties & Responsibilities:

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Reason for Leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  Full time  Part time

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Wage: \_\_\_\_\_ May we contact:  Yes  No

Duties & Responsibilities:

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Reason for Leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  Full time  Part time

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Wage: \_\_\_\_\_ May we contact:  Yes  No

Duties & Responsibilities:

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Reason for Leaving: \_\_\_\_\_

**OTHER** – List any specialized training, skills or experiences:

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**REFERENCES** – list at least three individuals who have evaluated your skills and abilities

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_

Are you on a sex offender registry?  Yes  No      Are you on a Human Services child abuse registry?  Yes  No

Have you ever been convicted of a felony or misdemeanor (excluding traffic violations)?  Yes  No

Responding “yes” to any of the previous questions is not an automatic bar to employment. The date of the offense and the relationship between the offense and the position for which you are applying will be considered.

Are you able to perform, with or without reasonable accommodation, the essential job functions required of this position?  Yes  No

**AGREEMENT & CERTIFICATION**

I hereby certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I have read and understand the entire employment application. I understand that if I am employed, false or misleading statements given on my application or during my interview(s) may result in discharge. I authorize verification of any application information. I authorize and hold harmless all persons and current and former employers to release any information regarding my background.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may terminate the Employee at any time with or without cause or notice, for any reason not prohibited by law. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing. This application does not constitute an employment offer.

I authorize an investigation of statements in this application to allow the employer to make an employment decision. I consent to any medical examinations required by Holy Family Catholic Schools. I understand that this application is not a contract of employment.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_