



Employment Application

We are an Equal Opportunity Employer

Date:

Applicant Information			
Name (First, middle, last)		Social Security Number	
Street Address			
City, State, Zip Code		Telephone & Best time to call ()	
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide proof of work authorization)			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, your employment will be subject to verification that you met state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.			
Have you ever applied at SSND before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:		Have you ever worked at SSND before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:	
Position Applying For	Part-time or Full-Time Desired	Wage Preference	Days and Shifts Available
			__M __T __W __TH __F __Sat __Sun What shifts are you available to work? _____
When can you start?			
How were you referred? <input type="checkbox"/> Agency <input type="checkbox"/> Walk-in <input type="checkbox"/> Friend/Relative _____ <input type="checkbox"/> Newspaper <input type="checkbox"/> School <input type="checkbox"/> Other _____			
Are you on layoff or subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No			
U.S. Military or naval service _____ Rank _____ National Guard/Reserves _____			

Special Skills

Describe software knowledge and office equipment experience.

Describe mechanical experience.

Describe foreign language skills.

Employment History (start with most recent; use separate sheet if necessary. Do not state "see resume".)

Name of Employer

Telephone ()

Address

Job Title

Employment Dates (month and year)

Name of Immediate Supervisor

From

To

Description of Duties

Salary – start

Salary – End

Reason for Leaving

If currently employed, may we contact as a reference?

 Yes No

Name of Employer

Telephone ()

Address

Job Title

Employment Dates (month and year)

Name of Immediate Supervisor

From

To

Description of Duties

Salary – start

Salary – End

Reason for Leaving

Name of Employer

Telephone ()

Address

Job Title

Employment Dates (month and year)

Name of Immediate Supervisor

From

To

Description of Duties

Salary – start

Salary – End

Reason for Leaving

Name of Employer		Telephone ()	
Address			
Job Title		Employment Dates (month and year)	
Name of Immediate Supervisor		From	To
Description of Duties			
Salary – start	Salary – End	Reason for Leaving	

State any additional information, such as volunteer work or other skills or experiences, which you believe may be beneficial to us in considering your application:

Education				
School	Name and Location (city, state)	No. Years Attended	Major Subjects	Diploma or Degree Rec'd
High				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:

Training Courses

List any relevant training programs completed.

Course/Seminar	Organization Sponsoring	Content	Dates Attended

Required License(s)

If required to drive a motor vehicle for the job applying for, state your:

1) driver's license number

2) state issued

Are you licensed with any group, association or society relating to the job for which you are applying? Yes No

Registration or License number	State Issued	Expiration Date

Employment References

List Individuals familiar with your job qualifications (no relatives or personal friends).

Name and Address	Day Telephone ()
	Evening Telephone ()
Relationship	How long known?
Name and Address	Day Telephone ()
	Evening Telephone ()
Relationship	How long known?
Name and Address	Day Telephone ()
	Evening Telephone ()
Relationship	How long known?

Please Read Carefully Before Signing This Form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. Application materials will be held for the time period required by law.
3. I authorize SSND to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
4. I understand that SSND offers of employment are contingent upon my consenting to and satisfactorily completing a screening for illegal drugs. I also understand that upon receiving a job offer, a physical examination may be required. (Note: If a physical examination is a job requirement, you will be notified.)
5. I understand that SSND may conduct a Criminal Background Check to confirm my responses on this application form.
6. Regardless of whether or not I become employed by the School Sisters of Notre Dame, I recognize that this application is not and should not be considered a contract of employment. I understand that employment is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or, unless specifically provided otherwise in a written employment contract. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time, at either my or the employer's option. I further understand that no employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.
7. SSND is an equal opportunity employer. SSND does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Signature of Applicant _____ Date _____