

Saint Vincent de Paul

Employment Application

We are an Equal Opportunity Employer

Name (Last, First, Middle) _____

Social Security Number _____

Address _____

City _____ State _____ Zip Code _____

Telephone () _____ Mobile () _____

Email address: _____

Are you legally authorized to work in the U.S.? Yes No

Are you at least 18 years old? Yes No if no can you provide a work permit? Yes No

Have you ever convicted or have charges pending a crime (felony or misdemeanor)? Yes No

If yes explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted.
(Convictions are not automatic bar of employment. However, failure to provide complete and accurate information relating to criminal convictions will result in immediate termination. We conduct criminal record checks on all employs. Employment could be contingent upon the results of a criminal record check.)

Position Applying For _____

Position _____ Full-Time _____ Part-Time _____ Volunteer _____

What location? _____

When can you start? _____ How did you learn of the opening? _____

Have you been employed by Saint Vincent de Paul before? _____ When? _____

Where? _____

Educational Background _____

School (include city & state) _____ Yrs. Completed _____ Graduated _____ Diploma, Degree _____

Work History		
Employer	Telephone Number ()	
Address		
Job Title	Employment From:	To:
Immediate Supervisor		
Job Duties		
Salary (starting)	(ending)	Reason for Leaving
Employer	Telephone Number ()	
Address		
Job Title	Employment From:	To:
Immediate Supervisor		
Job Duties		
Salary (starting)	(ending)	Reason for Leaving
Employer	Telephone Number ()	
Address		
Job Title	Employment From:	To:
Immediate Supervisor		
Job Duties		
Salary (starting)	(ending)	Reason for Leaving

Please read carefully before signing this form.

In Saint Vincent de Paul's effort to attract the highest quality employees, I have been advised that as a part of the application process for employment with Saint Vincent de Paul an extensive inquiry will be made concerning my prior employment, activities and character. This inquiry will include conviction criminal history. I fully consent to and authorize all such inquiries. I will provide the requested information for the sole purpose of obtaining a conviction-only criminal history file search.

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed my employment may be terminated at any time. In consideration of my employment, I agree to comply with all policies set forth in the employee handbook and with other policies established from time to time by the organization. I understand that my employment at Saint Vincent de Paul 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 Saint Vincent de Paul's unless specifically provided otherwise.

Signed by Applicant _____ Date _____