



Saint Vincent de Paul Hartford, Slinger, West Bend

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Mobile _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____ Circle Full time Part Time Volunteer
 What location: (circle) Hartford, Slinger, West Bend How did you hear about us?

Email: _____ 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 or No?

Have you ever been convicted of a felony? YES NO
 If yes, explain: _____

Education

School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

Please list two professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Disclaimer and Signature

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 my 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: _____