



# Saint Vincent de Paul Hartford, Jackson, 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: \_\_\_\_\_

**Position Applied for:** \_\_\_\_\_ Circle: Full-Time Part-Time Volunteer

What location: (circle) Hartford, Slinger, West Bend, Jackson How did you hear about us?

YES NO

Email: \_\_\_\_\_ Are you legally authorized to work in the U.S.?

Are you at least 16 years old? YES NO   If no can you provide a work permit? Yes or No?

Have you ever been convicted of a felony or misdemeanor? 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.***

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.

### Employment At-Will

Unless an employee has a written employment agreement with St. Vincent de Paul which provides differently, all employment with St. Vincent de Paul is "at-will". That means that employees may be terminated from employment with or without cause, and employees are free to leave their employment with St. Vincent de Paul with or without cause. Any representation by an officer or employee contrary to this policy is not binding upon St. Vincent de Paul unless it is in writing and signed by the General Manager with the approval of the Board of Directors.

Signed by Applicant \_\_\_\_\_ Date: \_\_\_\_\_