

Education Name of School or College	City and State	Degree or Diploma Received	Course of Study
High School			
College			
Other			

Describe any honors you have received.

List professional, trade, business or civic activities and offices held.
You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

Special Skills and Qualifications

Please describe any specialized training, apprenticeship or job related skills, software and qualifications acquired from education, employment, volunteer work or military service. List specific skills or office machines, tools, machinery or other equipment that you are trained on and can operate that will be helpful in performing the responsibilities of the position(s) for which you are applying.

May we contact the employers listed on page 3? **Yes No** If no, indicate which one(s) you do NOT wish us to contact, and state the reason why you prefer that we do not contact the employer(s): _____

Have you ever been discharged or permitted to resign rather than be discharged, or asked to resign from any position? **Yes No** If yes, please state the employer and the reason for discharge or resignation: _____

Which of your previous jobs have you liked best? _____

Why? _____

Which of your previous jobs have you liked least? _____

Why? _____

References

List name, address, and telephone number of three professional or employment related references other than previous supervisors already listed on page 3.

1. _____
2. _____
3. _____

Applicant's Statement

Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.

_____ I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading, or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge.

_____ I authorize investigation of all statements contained in this application for employment and all information provided by me or any others in the application process, including any interviews, as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If Saint Joseph's College decides to obtain a consumer credit report, I understand that Saint Joseph's College will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

_____ I hereby release all parties, including, but not limited to Saint Joseph's College, personal references, and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or an action Saint Joseph's College takes on the basis of such information.

_____ I understand that, if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by me or by Saint Joseph's College. I further understand that statements which may be contained in policies, practices, handbooks, or other firm material do not create any guarantee of employment and that Saint Joseph's College has the right to modify, amend, or terminate policies, practices, benefits plans, or other programs within the limits and requirements imposed by law. I understand that no representative of Saint Joseph's College, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

_____ I understand that, upon employment, I will sign an agreement relating to confidential information, if required.

_____ I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by Saint Joseph's College, nor am I in possession of nor will I at any time reveal to the College, under any circumstances, any proprietary or confidential information that is subject to any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

Signature of Applicant

Date