Please return completed application form to:

Office of Human Resources
McHale Hall, Lower Level
P O Box 889
Rensselaer IN 47978

APPLICATION FOR EMPLOYMENT

Saint Joseph's College is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, religion, sex, age, handicap, disability, citizenship status or any other basis prohibited by law, unless such basis constitutes a *bona fide* occupational qualification. Saint Joseph's College will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities.

Please type or print in ink

Position(s) Applied For:			Date of Application:	
Last Name	First Name	Middle Name		
Address		City	State	Zip Code
Telephone Number(s)				

How Did You Learn About Us?

___Advertisement ___Friend ___Walk-In ___Employment Agency

___Relative ___Other_____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____

Have you ever filed an application with us before? (*If yes, please list date*) _____

Are you currently employed? _____

May we contact your present employer? _____

Are you prevented from lawful employed in this country because of Visa or Immigration Status? _____
Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work? _____

Are you available to work ___Full-time ___Part-time ___Night Shift ___Temporary

Are you currently on "lay-off" status and subject to recall? _____

Can you travel if a job requires it? _____

Have you been convicted of a felony within the last 7 years? _____
Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? _____

Education	Name / Address	Degree or Diploma	Course of Study
High School			
College			
Other			

Describe any specialized training, apprenticeship skills, and extra-curricular activities.

Describe any honors you have received

State any additional information you feel may be helpful to us in considering your application.

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.

Indicate any foreign languages you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Military

Were you in U.S. Armed Forces? _____ If yes, what Branch? _____

Dates of duty: From _____ to _____ Rank at discharge _____
Month Day Year Month Day Year

List duties in the service including special training.

_____

_____

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

_____

_____

_____

Employment

Please give complete full-time and part-time employment record starting with your present or most recent job. Include job-related military service assignments and volunteer activities that reflect your qualifications for employment. **Do not omit any employment.**

Company Name	Telephone ( )
Address	Employed (Month and year) From to
Name of Supervisor	Hourly Rate or Salary Start Final
Job Title and Description of Your Work	Reason for Leaving

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If you need additional space, please continue on a separate sheet of paper. Please complete this page even if you attach a resume.

May we contact the employers listed above? _____

If no, indicate which ones you do NOT wish us to contact, and state the reason why: _____

_____

_____

Have you ever been discharged or asked to resign from any position? _____

If yes, please state the employer and dates of employment: _____

_____

References

List name, address, and telephone number of three references other than relatives or previous employers.

1. _____

2. _____

3. _____

Applicant's Statement

Please indicate that you have read and that you understand each paragraph of this 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. In the event of employment, I understand that false, misleading, or omitted information in my application may result in termination.

_____ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In making this application for employment, I understand that information may be obtained through interviews with the personal references and past employers. This inquiry may include information as to my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this review and to the consideration of any statements of references or employers that are given in response to the inquiry.

_____ I hereby release all parties, including 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, 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 Saint Joseph's College or by me. 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.

_____ _____

Signature of Applicant Date