



## APPLICATION FOR EMPLOYMENT

St Vincent de Paul Kenosha is an equal opportunity employer. We are committed to our policy of providing equal employment opportunity to employees and job applicants in a manner consistent with applicable laws and regulations, including federal laws prohibiting employment discrimination on the basis of race, color, creed, national origin, sex, age, disability, or genetic information.

### INTRODUCTORY INFORMATION:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### APPLICANT QUESTIONS:

Type of worked desired: \_\_\_\_\_ Salary desired: \_\_\_\_\_ Date Available: \_\_\_\_\_  
If hired, can you provide documents required to establish your eligibility to work in the U.S.?  Yes  No  
Are you 18 years of age or older?  Yes  No

### EDUCATION:

#### High School or last grade completed:

Name & Address of School: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ Number of years completed: \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_

#### College or Technical School

Name & Address of School: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ Number of years completed: \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_

#### Other Schooling or Training

Name & Address of School: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ Number of years completed: \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_

### MILITARY EXPERIENCE:

Branch of Service: \_\_\_\_\_  
Rank/Type of Service: \_\_\_\_\_  
Job-Related Training/Experience: \_\_\_\_\_

**RECORD OF EMPLOYMENT:**

List positions starting with most recent:

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**WORK-RELATED REFERENCES: (Do not include relatives)**

Name	Occupation	Contact Information
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**STATEMENT (Please read this statement carefully before signing this application):**

I understand that employment with St Vincent de Paul Kenosha is at-will, meaning that I or St Vincent de Paul Kenosha may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize St Vincent de Paul Kenosha to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the Organization, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

**I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.**

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_