

10. Type of employment desired: Full time Part time Temporary
 Seasonal Educational/Internship

11. Are you able to meet the attendance requirements of the position: YES NO

12. Will you work overtime if required? YES NO

If no, please explain _____

13. Can you travel if the job requires it? YES NO

14. Have you ever plead "guilty", "no contest" or been convicted of a crime? YES NO

If yes, please provide date(s) and details: _____

15. Have you ever been convicted of a felony? YES NO

Note: Answering yes to #14 and #15 does not constitute automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

16. Driver license number if driving is an essential function _____
State

Educational Background (if job related):

School Name & Location	Number of Years Completed	Did You Graduate?	Course of Study
High School:			
Trade/Business/Vocational School:			
Undergraduate/College:			
Graduate School:			
Other (i.e. GED)			

Skills and Qualifications:

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

1. Language: _____

2. Rate your ability in the following areas:

1=fluent 2=good 3=fair 4=poor

____ speak ____ read ____ write

3. Summarize any extra-curricular activities, awards, honors, publications, training, licenses, and/or certificates, etc. that may qualify you as being able to perform job-related functions in the position for which you are applying.

Note: Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.

List any additional information you would like us to consider. _____

Employment History:

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent.

Employer	From	To
Job Title	Address	
Immediate Supervisor & Title	Telephone #	
Hourly Rate/Salary	Nature of Work Performed	
May we Contact for References Yes No <input type="checkbox"/> <input type="checkbox"/>	Reason for Leaving	

Employer	From	To
Job Title	Address	
Immediate Supervisor & Title	Telephone #	
Hourly Rate/Salary	Nature of Work Performed	
May we Contact for References Yes No <input type="checkbox"/> <input type="checkbox"/>	Reason for Leaving	

Employment History Continued:

Employer	From	To
Job Title	Address	
Immediate Supervisor & Title	Telephone #	
Hourly Rate/Salary	Nature of Work Performed	
May we Contact for References Yes No <input type="checkbox"/> <input type="checkbox"/>	Reason for Leaving	

Employer	From	To
Job Title	Address	
Immediate Supervisor & Title	Telephone #	
Hourly Rate/Salary	Nature of Work Performed	
May we Contact for References Yes No <input type="checkbox"/> <input type="checkbox"/>	Reason for Leaving	

References:

List names and telephone number of three business/work references that are NOT related to you. If not applicable, list three school or personal references that are NOT related to you.

Professional:

Name & Position: _____ Telephone # () _____
Organization: _____

Name & Position: _____ Telephone # () _____
Organization: _____

Personal:

Name & Position: _____ Telephone # () _____
Organization: _____ Relationship: _____

Applicant Statement

I certify that all information I have provided in order to apply for a secure work with the employer is true, complete and correct. I understand that my continued employment is contingent on successfully passing any background investigation and any information discovered about me during the investigation which as deemed by Ursuline Senior Services to be unsatisfactory may constitute grounds for immediate discharge, also regardless of when discovered.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organization for furnishing such information about me.

As an "equal opportunity employer", this company's policy, as well as Federal and State Law, prohibits discrimination in employment based on race, color, religion, sex, national origin, disability, and age with respect to individuals who are at least 18 years of age.

As a part of this application for employment, I hereby authorize the company to investigate my references and to make an independent investigation of my character, criminal background, conduct and employment records. I further agree that failure to reveal any prior employer or the giving of false or misleading information by me will be grounds for termination of employment.

I do further consent to the release and disclosure to Ursuline Senior Services or its agent from any persons, company, corporations, or government agency any information sought concerning my background. I do further release from liability Ursuline Senior Services or its agents for actions taken in connection with this investigation, as well as any persons, companies, corporations, or governmental agencies disclosing such information.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's Executive Director.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Signature of Applicant _____ Date _____

An Equal Opportunity Employer