

St. Luke's Community House

APPLICATION FOR EMPLOYMENT

St. Luke's considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sex, or any other legally protected characteristic.

Position(s) Applied For			Date of Application	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk -In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____				
Last Name	First Name	Middle Name		
Address	City	State	Zip Code	
Telephone Number(s) (Home)		(Work)	Social Security Number -- --	

(PLEASE PRINT)

- If you are under 18 years of age, can you provide required proof of eligibility to work? Yes No
- Have you ever filed an application with us before? Yes No
 If Yes, give date _____
- Have you ever been employed by us before? Yes No
 If Yes, give dates _____
- Are you currently employed? Yes No
- May we contact your present employer? Yes No
- If hired, can you show proof of identity and legal authorization to work in the United States?
 (Proof of citizenship or immigration status will be required upon employment.) Yes No
- On what date would you be available for work? _____
- Are you available to work: Full Time Part Time Temporary
- Are you currently on "lay-off" status and subject to recall? Yes No
- Can you travel if a job requires it? Yes No
- Have you been convicted of a criminal offense within the last 7 years?
 (Conviction will not necessarily disqualify an applicant from employment.) Yes No
- If Yes, please explain _____

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Describe any specialized training, apprenticeship skills and extra-curricular activities. If applying for a day care position, list any training, certification and/or experience with children.

Describe any job-related training received in the United States Military.

PROFESSIONAL REFERENCES

Give Name, Address and Phone Number

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. If you need additional space, please continue on a separate sheet of paper.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

ADDITIONAL INFORMATION

List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

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

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I understand that falsification, omission or misstatement of information may result in refusal to hire or, if hired, termination of employment.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date