

INSTRUCTIONS

Please print in ink. Please answer all questions truthfully and accurately.
Resumes may be attached, but application must be completed in full.

PERSONAL INFORMATION

FIRST NAME	MIDDLE NAME	FIRST NAME PREFERENCE
LAST NAME	CELL NUMBER	
ADDRESS	HOME NUMBER	
CITY	STATE	ZIP CODE
If hired, would you be able to submit verification that you are entitled to work in the United States? YES NO		
Are you 18 or over? YES NO		

POSITION INFORMATION

Position desired (Please indicate only one position)

Type of employment: Full-time Part-time Temporary Other _____

Hours Available (Circle all that apply): Day Evening Weekend

Have you ever applied to The St. Austin School? YES NO

If yes, for which position _____ When? _____

Have you ever been employed with The St. Austin School? YES NO

If yes, length of service: _____ to _____

Please indicate name employed under, if different than above in the Personal Information Section _____

EDUCATION

Do you have a high school diploma or GED? YES NO				
	SCHOOL NAME AND ADDRESS	NO. OF YEARS ATTENDED	DEGREE	MAJOR
HIGH SCHOOL				
COLLEGE				
GRADUATE				
OTHER				

EMPLOYMENT HISTORY Please list all jobs, beginning with your present or last position or employer:

Company _____ Telephone () _____

Address _____ City _____ State _____ Zip _____

Beginning Job Title _____ Starting Salary \$ _____ per _____

Ending Job Title _____ Ending Salary \$ _____ per _____

Supervisor's Name _____ Supervisor's Title _____

Employment Dates _____ to _____ Are/Were you full-time? _____

Describe your responsibilities: _____

Reason for leaving (resigned, laid-off, discharged) Please explain: _____

Are you employed now? YES NO If so, may we inquire of your present employer? YES NO

Do you have a written personal contract of employment in effect now? YES NO

Company _____ Telephone () _____

Address _____ City _____ State _____ Zip _____

Beginning Job Title _____ Starting Salary \$ _____ per _____

Ending Job Title _____ Ending Salary \$ _____ per _____

Supervisor's Name _____ Supervisor's Title _____

Employment Dates _____ to _____ Are/Were you full-time? _____

Describe your responsibilities: _____

Reason for leaving (resigned, laid-off, discharged) Please explain: _____

Company _____ Telephone () _____

Address _____ City _____ State _____ Zip _____

Beginning Job Title _____ Starting Salary \$ _____ per _____

Ending Job Title _____ Ending Salary \$ _____ per _____

Supervisor's Name _____ Supervisor's Title _____

Employment Dates _____ to _____ Are/were you full-time? _____

Describe your responsibilities: _____

Reason for leaving (resigned, laid-off, discharged) Please explain: _____

EMERGENCY CONTACTS

NAME OF PERSON	RELATIONSHIP	CELL PHONE	HOME PHONE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

REFERENCES

Please list names of three people we may contact to verify your qualifications for employment:

Name _____	Occupation _____	Org _____
Phone _____	Address _____	
Name _____	Occupation _____	Org _____
Phone _____	Address _____	
Name _____	Occupation _____	Org _____
Phone _____	Address _____	

TRAINING/EXPERIENCE

Please list or describe any additional experience or skills (including any job-related registrations, certifications and/or licenses) you have acquired which may be relevant to the position for which you are applying. _____

OFFICE SKILLS

Please list any office machines, computer hardware and/or software with which you have experience:

CRIMINAL HISTORY

ARE YOU CURRENTLY CHARGED WITH OR HAVE YOU EVER BEEN CONVICTED OF, PLEADED GUILTY TO, PLEADED NO CONTEST OR NOLO CONTENDERE TO, BEEN PAROLED FOR, RECEIVED PROBATION OR DEFERRED JUDGMENT FOR, RECEIVED A SUSPENDED IMPOSITION OF SENTENCE FOR, OR RECEIVED A SUSPENDED EXECUTION OF SENTENCE FOR, ANY FELONY OR MISDEMEANOR IN ANY JURISDICTION? YES _____ NO _____

IF YES, PROVIDE DETAILS (DATE, JURISDICTION, CRIME INVOLVED, DISPOSITION, ETC.)

(NOTE: THE EXISTENCE OF A CRIMINAL RECORD WILL NOT NECESSARILY BE AN AUTOMATIC BAR TO EMPLOYMENT.)

RECRUITING SOURCE (How were you referred?)

Classified Ad (which newspaper or website)	_____
The St. Austin School Employee	_____
Other (please explain)	_____

I hereby certify that the information contained in this application is complete and correct to the best of my knowledge and belief. I authorize investigation of all statements in this application including, but not limited to, contacting of employers, references and educational institutions to verify information. I further understand that any information withheld, omitted, or falsely provided by me in connection with this application will eliminate me from further consideration for employment, and if employed may be cause for my immediate termination. I understand that the Company is not responsible for the accuracy or completeness of the information provided by any third party. I hereby release from all liability all individuals and entities supplying such information, and I indemnify the Company against any liability which might result from making such investigation.

I understand that the Company prohibits the use or possession of unauthorized drugs or alcohol and I agree to submit to pre-employment testing for unauthorized drug usage as part of the Company's pre-employment physical examination. I understand that refusal to complete the pre-employment substance abuse screening will prevent me from being employed. I agree to hold the Company, its agents, directors, officers and employees harmless from any and all liability in connection with the testing for prohibited substance use. I agree to conform to the rules and regulations of the Company and understand that upon termination of employment (if hired) I will return all company property. I further certify that I have read the foregoing paragraph and agree to its terms by setting forth my signature below.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Company and me for either employment or terms and conditions of employment. If an employment relationship is established, I understand that I have the right to terminate my employment at any time for any reason and the Company retains a similar right.

SIGNATURE OF APPLICANT _____ DATE _____