



INSTRUCTIONS FOR APPLICATION FOR EMPLOYMENT

Please Type or Print Clearly

IF YOU REQUIRE ANY ACCOMMODATION(S) DURING ANY OR ALL PARTS OF THE APPLICATION OR PRE-EMPLOYMENT PROCESS, PLEASE INFORM HUMAN RESOURCES SO WE CAN EVALUATE POSSIBLE ACCOMMODATIONS.

Please read all instructions carefully and complete all sections of the application. We will use the information you provide below to determine whether you have the appropriate qualifications, education and experience for a position with St. Joseph's Center. Complete the entire application truthfully: any falsifications or omissions may be grounds for revocation of any offer of employment or, if discovered after hire, immediate dismissal. If a given question is not applicable to you, you should answer N/A.

St Joseph's Center is an Equal Opportunity Employer. Employment decisions, including all hiring decisions, are made without regard to race, color, religion/creed, sex/gender, national origin, ancestry, age, pregnancy or family status, disability, genetic information, veteran status, possession of a GED Certificate in lieu of a high school diploma, or any other trait protected by applicable federal, state, or local laws. We strive to hire the hardest working and most qualified individuals.

Employment is contingent upon eligibility to work in the U.S., satisfactorily passing a background check including a drug screen and review of your driving history. All job offers for positions requiring the operation of a St. Joseph's Center Company vehicle will be contingent upon confirmation of a valid driver's license and driver's background check through the PA Department of Motor Vehicles.

Your application will be considered active for a period of thirty (30) days. If you make any changes such as address or phone, please notify Human Resources.

Date: _____

Applicant Signature



APPLICATION FOR EMPLOYMENT

Please type or print neatly. An incomplete application will not be accepted.

Name: _____ Date: _____
(Last, First, Middle Initial)

Address: _____ City: _____ State: _____

Zip Code: _____

Number of Years at Current Address: _____

Contact information:

Home Telephone: (_____) _____ Cell: (_____) _____

Email: _____

How did you hear about this position? Newspaper Radio TV Online
 Walk-in Friend/Relative Agency Other

Position Applied For: _____

Desired Location: _____

Pay Desired: _____

Full-time Part-time Per-diem 1st shift 2nd shift 3rd shift

Desired Hours/Schedule: _____

Date available to start work: _____

Yes No Are you willing to work weekends?

Yes No Are you willing to work holidays?

Yes No Are you legally authorized to work in the United States?

Yes No Are you 18 years of age or older? If not, and you are offered employment, your parent or legal guardian will be required to consent to a background check and pre-employment drug screen.

If no, are you 17 and have graduated or formally terminated high school?

Yes No

If the answer to the above question is no, do you have an Employment Certificate ("working papers")?

Yes No

Yes No Have you ever been employed by St. Joseph's Center before?

If yes, dates: _____ position: _____

Yes No Have you ever been known by a different name?

If yes, list name(s): _____

Yes No Can you perform the essential functions of the job for which you are applying with or without reasonable accommodations?

Yes No Do you have any employment commitments or volunteer positions with any other organization or person, including any form of self-employment or contract work, which you expect to continue even if you are hired by St. Joseph's Center?

If yes, please list:

Which position or work commitment will be your first priority?

List all relatives, roommates or friends working for St. Joseph's Center:

EDUCATION

| | Name & Address of Institution | Course of Study | Years Completed | Graduate Yes or No | List Degree |
|---|--|----------------------------|----------------------------|-------------------------------|--------------------|
| High School | | | | | |
| College | | | | | |
| Graduate School | | | | | |
| Graduate or Professional Licenses and Certifications | | | | | |
| Other (Trade, Business) | | | | | |

REFERENCES

List Four (4) supervisors, instructors or other professional references and indicate the relationship between you and the listed references. St. Joseph's Center may contact these individuals during the hiring process. **Do not list relatives.**

| NAME | COMPANY NAME & ADDRESS | TELEPHONE | RELATIONSHIP |
|------|------------------------|-----------|--------------|
| | | | |
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| | | | |
| | | | |

EMPLOYMENT HISTORY

Start with present or most recent employer and list every employer for whom you have worked in the last 10 years. **List your current employer first.** We will not contact your current employer without your consent.

| | |
|--|---|
| Company Name | Telephone |
| Address | Employed (Month/Year) From To |
| Name/Title of Immediate Supervisor | Rate of Pay Start Last |
| Job Title | Reason for Leaving |
| Job Duties/Responsibilities | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you currently on layoff from your employer and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | |
|------------------------------------|---|
| Company Name | Telephone |
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A second century of care, concern, compassion and commitment.

APPLICANT'S AUTHORIZATION AND CERTIFICATION

PLEASE READ CAREFULLY

I understand that providing false information on an application for employment is grounds for Saint Joseph's Center to revoke my offer of employment or to terminate my employment in the event that the misrepresentation is discovered after I have been hired.

In submitting this application for employment, I authorize the investigation of all statements contained in it, and I understand that my current and/or former employers may be contacted to provide information concerning my suitability for employment, and that the references whom I have listed above will be contacted concerning my suitability for employment. I expressly authorize St. Joseph's Center to conduct such inquiries, and I release St. Joseph's Center and any responding parties from any and all liability associated with such inquiries.

I understand that in the event that I am hired, I will be hired as an at-will employee, and my employment may be terminated at any time, without or without cause or notice, at the option of either St. Joseph's Center or me. No manager, supervisor or employee of St. Joseph's Center has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment that is other than at-will. Only the President of St. Joseph's Center has the authority to make any such agreement, and then, only in writing.

I certify that I have read this entire employment application, including all information that I have provided on the application, and the entire statement set forth immediately above, and have been provided an opportunity to ask any questions before submitting this application. I further certify that all of the information that I have provided on this employment application is true and correct.

SIGNATURE: _____ DATE: _____

Type or print applicant name: _____