

# St. Gregory's Preschool

## Employment Application

Date:	Social Security Number:	
Name (last, first, middle):		
Address:		
Previous address if at current address less than 2 yrs:		
Home phone:	Alternate phone:	
For reference checking purposes, please list any other names you have used:		
Position/Type of work for which you are applying:		
Type of employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
Days/Hours you are not available to work:		
Salary expected:		
When can you start:		
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Can you provide required proof of eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you worked for this company previously? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, from _____ to _____ In what position _____		
If you have any relatives working for this company, please list them and the relationship:		
Have you served in the U.S. Military? <input type="checkbox"/> No <input type="checkbox"/> Yes    Dates from _____ to _____		
Branch of service _____ Highest Rank Attained _____		
Special skills:		
<b>Education:</b>		
High School		
Name _____	Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
City/State _____	If No, GED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Major Course of Study _____	Number of years completed	_____
Trade or Business School		
Name _____	Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
City/State _____	Degree	_____
Major Course of Study _____	Dates attended:	_____
College		
Name _____	Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
City/State _____	Degree	_____
Major Course of Study _____	Dates attended:	_____

**Employment experience**

Please list the last 4 positions or 10 years, whichever is more, starting with the most recent. If unemployed, state the nature of your activities. Complete this section completely even if you are submitting a resume.

If you are currently employed, may we contact your employer?  Yes  No

Company: \_\_\_\_\_ Phone number \_\_\_\_\_

Address: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor: \_\_\_\_\_ Starting Pay \_\_\_\_\_ Final Pay \_\_\_\_\_

Job title \_\_\_\_\_  Full Time  Part Time  Temp

Job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone number \_\_\_\_\_

Address: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor: \_\_\_\_\_ Starting Pay \_\_\_\_\_ Final Pay \_\_\_\_\_

Job title \_\_\_\_\_  Full Time  Part Time  Temp

Job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone number \_\_\_\_\_

Address: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor: \_\_\_\_\_ Starting Pay \_\_\_\_\_ Final Pay \_\_\_\_\_

Job title \_\_\_\_\_  Full Time  Part Time  Temp

Job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Have you ever been convicted, been sentenced, been placed on probation, entered a guilty plea, or been the subject of a deferred adjudication or disposition for violating any criminal laws?  Yes  No

If yes, please explain. (A positive response will not automatically bar you from employment. The type and seriousness of the crime, your activity resulting in the conviction, the date of the conviction, the job for which you are being considered, your work history and other relevant factors will be considered.) Please include the nature of the offense charged, the relevant dates, the name of your parole or probation officer, and your current status.

**References (preferably business references):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Agreement:**

I certify that, to the best of my knowledge and recollection, all information on this application and accompanying documents is true and correct, and understand that false statements or failure to disclose information may be sufficient to disqualify me for employment or, if employed, may result in dismissal.

By signing this application, I authorize St. Gregory's Preschool to make background investigations to include my present or prior employers, educational institutions, law enforcement agencies and financial institutions. I hereby authorize the release of any and all information, to the extent permitted by Federal or State law, to the Company that may be required to make an employment decision. Further, I hereby release from liability and hold harmless all personal and corporations supplying this information.

I understand that completion of this application does not in any way obligate this company to hire me or offer me a job.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_