

APPLICATION FOR EMPLOYMENT

BENEDICTINE SISTERS OF PERPETUAL ADORATION

Clyde, MO

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PLEASE PRINT CLEARLY

Position (s) Applied For	Date of Application	
Last Name	First Name	Middle Name
Address – Street Number	City, State, ZIP	
Telephone Home:	Social Security Number	
Cell:		

Are you 18 years or older **Yes**____ **No**____

Have you ever applied for a position with this company before **Yes**____ **No**____ If yes, give date

Have you ever been employed with us before? **Yes**____ **No**____ If yes, give date _____

Are you currently employed? **Yes**____ **No**____

Are you prevented from lawfully becoming an employee in this country because of Visa or Immigration Status? **Yes**____ **No**____ (proof of citizenship or immigration status will be required upon employment)

On what date would you be available to work? _____

Are you available for full-time work? **Yes**____ **No**____ What hours are you available? _____

Have you been convicted of a felony **Yes**____ **No**____

(Conviction will not necessarily disqualify an applicant from employment) If yes, please explain)

EMPLOYMENT (please give accurate, complete full-time & part-time employment record. Start with your present or most recent employer)

Company Name:	Telephone:
Address	Dates employed (month and year) From: _____ To: _____
Job title/description	Reason for Leaving
Company Name:	Telephone:
Address	Dates employed (month and year) From: _____ To: _____
Job title/description	Reason for Leaving
Company Name:	Telephone:
Address	Dates employed (month and year) From: _____ To: _____
Job title/description	Reason for Leaving

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

May we contact your present employer? Yes _____ No _____

(Please exclude relatives and employers from references)

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME.

DATE _____ SIGNATURE _____