

Sisters of St. Francis

843 13th Ave N
Clinton, IA 52732

Application for Employment

Last Name	First Name	MI	Maiden Name	Date
Address		City	State	Zip
Emergency Info.		Address	Relationship	Phone
Position Applied For _____ Nights _____		Temp. _____	Full-time _____	Part-Time _____ Days _____ Evenings _____
Are you at least 18 years of age? _____ Yes _____ No				
Are you at least 16 years of age? _____ Yes _____ No (if less than age 16, can you furnish a permit? _____ Yes _____ No)				
If applying for C.N.A., are you on a state registry? _____ Yes _____ No		In what state? _____		
Have you ever been employed here before? _____ Yes _____ No		If Yes, give date _____		
Are you employed now? _____ Yes _____ No		May we contact your present employer? _____ Yes _____ No		
Can you, if hired, submit verification of your legal right to work in the U.S.? _____ Yes _____ No				
If hired, you will be required to submit documents sufficient to establish authorization and identity compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired.				
On what date would you be available for work? _____		Expected salary: _____		
Are you available to work: _____		Full-Time _____	Part-Time _____	Temporary-What days? S M T W T F S
List special skills and training		Training _____		
Licenses, Certificates, Diplomas, Registrations (if unrelated to ethnic or religious groups or organizations)				
List volunteer/community service work in past five years				
Have you been in the military service? _____ Yes _____ No				
If yes, Were you Honorably Discharged? _____ Yes _____ No				
Any current military obligation? _____				
Have you ever been convicted of a criminal offense other than a traffic violation? _____ Yes _____ No				
If so, what was the date and nature of that conviction? _____				
Have you ever been the subject of an investigation into abuse or neglect of a child or an adult? _____ Yes _____ No				
If so, what was the outcome of the investigation? _____				

References

Name	Address	Phone
_____	_____	()
_____	_____	()
_____	_____	()

Education Record

School Name and Address	Years Attended		Last Year Completed	Graduated	
	From	To		No	Yes-Date
Elementary					
High School					
College					
College					
Other					

Employment Record

Begin with most recent. Use additional sheet if necessary.

Employer Name, Address, Phone	Employment		Position Title/ Responsibilities	Reason for leaving	Wage	
	From	To			Beg.	End
1.						
2.						
3.						
4.						

APPLICANT'S STATEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the answers given in this Application for Employment are true and complete to the best of my knowledge. The facility may investigate all statements made in this Application and I understand that any false or misleading information provided may result in my immediate discharge.

I understand that I will be required to fulfill all aspects of any job if I am hired to perform the job. I understand that the failure to fulfill any aspect of the job may be grounds for termination. I also understand that I may be required to pass an agility test. I also understand that I may also be required to take a physical examination conducted by a physician of the employer's choosing after I am given a qualified offer of employment.

I understand that this Application is not a contract of employment; that if hired, regardless of any oral representations to the contrary, the employment relationship between myself and the facility is terminable at will; that I have the right to terminate my employment at any time for any reason, and the facility retains the same right. Any changes to this employment relationship must be in writing. I understand that if hired I am required to abide by all rules and regulations of the facility.

Signature of Applicant

Date

AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for, an employees are treated during employment without regard to age, race, color, creed, pregnancy, sex, national origin, religion, or disability.