



Application for Employment

Last Name	First Name	MI	Maiden Name
Address		City	State Zip Phone
Emergency Contact	Name	Address	Relationship Phone
Position Applying For _____ 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 related to a current employee of the Sisters of St. Francis? ___ Yes ___ No If yes, give name: _____			
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 _____ _____ _____			
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
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

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

Employment Record						
<i>Begin with most recent. Use additional sheet if necessary.</i>						
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 and employees are treated during employment without regard to age, race, color, creed, pregnancy, sex, national origin, religion, or disability.

The Canticle
841 13th Ave N
Clinton, IA 52732-5115