

THE MARIANIST PROVINCE OF THE UNITED STATES

APPLICATION FOR EMPLOYMENT

4425 West Pine Blvd
St. Louis, MO 63108

Telephone: 314-533-1207 Fax: 314-783-0417

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: _____

Address: _____

City, State, Zip: _____

Social Security Number: _____

Please List Your Other Addresses in the **last Seven (7) Years:**

Address: _____ City _____ State _____ Zip _____

Address: _____ City _____ State _____ Zip _____

Address: _____ City _____ State _____ Zip _____

Home Telephone Number: (_____) _____

Cell Phone Number: (_____) _____

E-Mail Address: _____

Position(s) applied for: _____

Referral Source: Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other:

Name of source (if applicable): _____ Date available for work: ____/____/____

Have you previously been employed here or at another Marianist Province location? Yes No

If yes, give date(s): From ____/____/____ To ____/____/____ Position: _____

Type of employment desired: Full-Time Part-Time Per Diem Temporary Seasonal

Will you work overtime if required? Yes No

If no, please explain: _____

Are you able to meet the attendance requirements of the positions? Yes No

Are you able to meet the qualifications, duties, physical demands, and all requirements of the positions?..... Yes No

EMPLOYMENT HISTORY

Please list your employment history for the last ten years. Attach additional sheet(s) if necessary.

Employer: _____ Telephone #: (____) _____

Address: _____

Dates Employed: From: _____ to: _____

Starting Job Title: _____ Final Job Title: _____

Name of Supervisor: _____ May we contact for reference? Yes No

Summarize the type of work performance and job responsibilities: _____

Reason for Leaving: Voluntary Involuntary _____

Employer: _____ Telephone #: (____) _____

Address: _____

Dates Employed: From: _____ to: _____

Starting Job Title: _____ Final Job Title: _____

Name of Supervisor: _____ May we contact for reference? Yes No

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Comments: Include explanation of any gaps in employment: _____

SKILLS and QUALIFICATIONS

Summarize any special training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

EDUCATIONAL BACKGROUND

List last three (3) schools attended, starting with most recent.

School Name: _____	Number of Years Completed: _____
Degree Diploma: _____	Major: _____ Minor: _____
School Name: _____	Number of Years Completed: _____
Degree Diploma: _____	Major: _____ Minor: _____
School Name: _____	Number of Years Completed: _____
Degree Diploma: _____	Major: _____ Minor: _____

REFERENCES

List names and telephone number of **three business/work/ references who are not related to you, one of whom has been your immediate supervisor. If not applicable, list three school or professional references that are not related to you.**

Name: _____	Phone () _____	Relationship: _____	# Yrs. Known _____
Name: _____	Phone () _____	Relationship: _____	# Yrs. Known _____
Name: _____	Phone () _____	Relationship: _____	# Yrs. Known _____
Name: _____	Phone () _____	Relationship: _____	# Yrs. Known _____

ADDITIONAL INFORMATION

List any additional information including leadership roles that you feel is important we are aware of or we should consider:

APPLICATION STATEMENT

I certify that all information I have provided in order to apply for and secure work with the Marianists (hereafter named "the employer") is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law. I understand and agree that upon a conditional offer of employment, as part of my employment application and consideration, I understand and will consent to participate in any testing programs if requested. I further understand and agree that the results of such testing will be used by the Marianists in its consideration of my employment application; or may be used to refuse an employment offer; or to withdraw any offer of employment previously made.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's representative.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature: _____

Date: ____/____/____

ADDITIONAL EMPLOYMENT HISTORY
Please list your employment history for the last ten years.

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