



EMPLOYMENT APPLICATION

Equal Opportunity Employer

We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or handicap. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors

(307) 532-4197 Fax (307) 532-8405

Return to the Human Resource Director, P.O. Box 1117, Torrington, WY 82240

EMPLOYMENT AT SAINT JOSEPH'S CHILDREN'S HOME IS ON AN "AT WILL" BASIS AND EMPLOYEES MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE BY THE EXECUTIVE DIRECTOR. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN EMPLOYER AND EMPLOYEE OR AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT

INSTRUCTIONS: Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. When form is complete, click the Submit button.

Date of Application: _____
Application for Position Of:

Phone Numbers

Home: () _____
Work: () _____
(Enter only if we may contact you at work)

Name

Last First Middle

Social Security Number: _____

Address: _____

City: _____ State: _____

Zip: _____

Are you 21 or older?

Yes No

Date of Birth: __aa__ (for jobs with minimum age requirements) if you are applying for a job with minimum age requirements, you may be required to submit proof of age

Are you a citizen of the United States or do you have a valid work permit? Yes No

HEALTH

Would you take a physical examination, if required? Yes No

Date of last T.B. Test _____

MILITARY

Military Status:

Active Duty Service: _____

Branch of Service: _____

Service duties/Special training: _____

Are you a member of a Reserve Organization? Yes No

GENERAL

Were you ever employed here? Yes No If yes, When? _____

Have you ever applied here before? Yes No If yes, When? _____

Are you related to any current employees at St. Joseph's Yes No

If yes, name of Employee: _____

How are you related? _____

Have you ever been convicted of any law violation, *excluding a minor moving traffic violation*?

Yes No If yes, Please Explain: _____

Have you ever been convicted of a major traffic violation, (*i.e. DWUI, DUI*)? Yes No

If yes, Explain: _____

Have you ever been listed on the Child Abuse/Neglect Registry? Yes No

If YES, which State? _____

Upon employment, do you agree to a Criminal background check, and an Abuse/Neglect background check? Yes No

Have you missed any work during the past six months? Yes No

If yes, how much? _____

Are you now or do you expect to be engaged in any other business or employment Yes No

If yes, please explain: _____

Do you have a valid driver's license? Yes No

Drivers license Number: _____ State _____ Class _____

Has your driver's license ever been suspended or revoked in the last three years? Yes No

If yes, explain: _____

Education: What is the highest grade you have completed?

Name/Location	School	Credits Earned	Degree	Field of Study	Dates Attended

Special Qualifications and Skills: *ie. (Professional Licenses, Certificates, Foreign Languages, Publications, Data input speed (words per minute):* _____

Work History

Experience: The selection process for most positions involves an evaluation of education and experience. It is important, therefore, that you provide enough details so your qualifications can be properly evaluated. Start with your present job and work back. Include military service, volunteer experience, and any period(s) of unemployment. Additional experience forms are available if needed.

<p>[1] Employer: _____ Address: _____ Job Title: _____ Immediate Supervisor/Title: _____ Phone: _____ Employment: From _____ To _____ Salary (Start)\$ _____ Final \$ _____ Duties: _____ _____ _____ Reason for leaving: _____</p>
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<p>[2] Employer: _____ Address: _____ Job Title: _____ Immediate Supervisor/Title: _____ Phone: _____ Employment: From _____ To _____ Salary (Start)\$ _____ Final \$ _____ Duties: _____ _____ _____ Reason for leaving: _____</p>
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<p>[3] Employer: _____ Address: _____ Job Title: _____ Immediate Supervisor/Title: _____ Phone: _____ Employment: From _____ To _____ Salary (Start)\$ _____ Final \$ _____ Duties: _____ _____ _____ Reason for leaving: _____</p>
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<p>[4] Employer: _____ Address: _____ Job Title: _____ Immediate Supervisor/Title: _____ Phone: _____ Employment: From _____ To _____ Salary (Start)\$ _____ Final \$ _____ Duties: _____ _____ _____ Reason for leaving: _____</p>
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