



# BELEN JESUIT PREPARATORY SCHOOL

Educating young men since 1854 in the tradition of St. Ignatius of Loyola

## EMPLOYMENT APPLICATION

**THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT** but merely is intended to provide information necessary to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state or federal law. It is also the policy of the company to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon the successful completion of a medical examination, which may include a drug test or other physical evaluations. This application will remain active for 180 days.

PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE

PERSONAL INFORMATION				
Last name	First name	Middle name	Social Security Number	
Birth date			DOE Certificate Number (if applicable)	
Cellular phone number	Work phone number		Email address	
PLEASE LIST BELOW YOUR CURRENT ADDRESS AND YOUR TWO OTHER MOST RECENT PREVIOUS ADDRESSES.				
Current Street	Current City	Current State	Current ZIP	Since (MM/YYYY)
Street	City	State	ZIP	Since (MM/YYYY)
Street	City	State	ZIP	Since (MM/YYYY)
EDUCATION				
High school attended	City, County and State		Did you earn a diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Undergraduate college attended	City and State	Areas of study	Degree / Certificate / Diploma	
Graduate school attended	City and State	Areas of study	Degree / Certificate / Diploma	
Other school	City and State	Areas of study	Degree / Certificate / Diploma	
EMPLOYMENT INFORMATION				
Position applied for	Date you can start work	Desired salary		
Do you prefer <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Can you work <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings			
PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS. WHEN NECESSARY, NOTE QUESTION NUMBER AND USE AN EXTRA PAPER TO PROVIDE EXPLANATIONS.				
[1] Are you at least 18 years of age and legally eligible for work in the United States?				<input type="checkbox"/> Yes <input type="checkbox"/> No
[2] Will you work overtime when necessary?				<input type="checkbox"/> Yes <input type="checkbox"/> No
[3] Have you received a description of the job or been made aware of the essential functions of the job you are applying for?				<input type="checkbox"/> Yes <input type="checkbox"/> No
[4] Do you understand the job requirements?				<input type="checkbox"/> Yes <input type="checkbox"/> No
[5] Are you on layoff and subject to recall?				<input type="checkbox"/> Yes <input type="checkbox"/> No
[6] Are you currently bound by a noncompetition or trade secret agreement? (If yes, please explain)				<input type="checkbox"/> Yes <input type="checkbox"/> No
[7] Have you ever been discharged or asked to resign from a job? (If yes, please explain)				<input type="checkbox"/> Yes <input type="checkbox"/> No
[8] Have you ever been convicted of or pled guilty to a felony or other crime? (If yes, please explain)				<input type="checkbox"/> Yes <input type="checkbox"/> No

## EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER?     Yes     No

**PLEASE LIST BELOW YOUR LAST THREE EMPLOYERS BEGINNING WITH THE MOST RECENT.**

Most Recent Employer	City	State	ZIP	Phone
Position held	Dates from / to	Pay rate	Supervisor	
Duties		Reason for Leaving		
Next Most Recent Employer	City	State	ZIP	Phone
Position held	Dates from / to	Pay rate upon leaving	Supervisor	
Duties		Reason for Leaving		
Next Most Recent Employer	City	State	ZIP	Phone
Position held	Dates from / to	Pay rate upon leaving	Supervisor	
Duties		Reason for Leaving		

## JOB-RELATED SKILLS

**IF THE POSITION YOU ARE APPLYING FOR REQUIRES DRIVING A MOTOR VEHICLE, PLEASE ANSWER THE FOLLOWING QUESTIONS.**

[1] Do you have a valid driver's license?  Yes     No  
 If yes, Driver's License Number \_\_\_\_\_ Date of issue: \_\_\_\_\_

[2] Have you been convicted of or pled guilty to any traffic-related offense within the past five years?  Yes     No

[3] Have you had your driver's license suspended or revoked, or had your driving privileges modified by a court of law?  Yes     No

[4] Please list all states from which you hold or have held a driver's license.

Please use this space to list any special skills you may have that relate to the position applied for:

Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization, and any other relevant information.

[1] \_\_\_\_\_

[2] \_\_\_\_\_

[3] \_\_\_\_\_

## APPLICANT'S CERTIFICATION AGREEMENT

- [1] I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
- [2] I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the company from all liability that might result from making the investigation.
- [3] If I am offered and accept a position, I agree to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.
- [4] I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
- [5] I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully.

Signature \_\_\_\_\_ Date \_\_\_\_\_