

EMPLOYMENT APPLICATION
ST. JOSEPH VILLA
464 ST. BERNARDINE STREET
READING, PA 19607
610-777-5556 (P) 610-777-5545 (F)
EMAIL: administrator@saintjosephvilla.com

This application will be considered active for the position applied for six months after receipt. Thereafter, you must reapply if you continue to be interested in employment. St. Joseph Villa provides equal employment opportunities without regard to race, color, sex, religion, national origin, age, non-disability, veteran status.

Please read carefully; answer all questions; print clearly in ink. If any additional space is required, attach additional paper. Management and professional applicants must attach a resume.

Name: _____ Today's date: _____

Address: _____

Phone: _____ Social Security #: _____

Position Applied for: _____ Salary Desired: _____

Are you legally able to work in the United States: _____ yes _____ no Are you over the age 18: _____

Have you applied here before: _____ Date you are available to begin employment: _____

Type of employment desired: Full-time _____ Part-time _____ Weekend _____
Flexible _____ Temporary _____

Days available: Monday _____ Tuesday _____ Wednesday _____ Thursday _____
Friday _____ Saturday _____ Sunday _____

Are you willing to work alternate weekend: _____ Willing to work over-time: _____

Time Periods willing to work: Day Shift (7 a.m. – 3:00 p.m.): _____
Second Shift (3 p.m. – 11:00 p.m.) _____
Third Shift (11 p.m. – 7:00 a.m.) _____

Education:

High School: _____

Did you graduate: _____ Degree/Course of study: _____

College/University: _____

Did you graduate: _____ Degree/Course of study: _____

Other: _____

Did you graduate: _____ Degree/Course of study: _____

Have you ever been convicted of a crime: _____

If yes, please describe in detail: _____

Previous Employment: (begin with the most recent position)

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Nature of Business: _____ Date employed: _____

Position(s) held: _____ Wage or salary: _____

Description of job and duties: _____

Reason of leaving: _____

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Nature of Business: _____ Date employed: _____

Position(s) held: _____ Wage or salary: _____

Description of job and duties: _____

Reason of leaving: _____

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Nature of Business: _____ Date employed: _____

Position(s) held: _____ Wage or salary: _____

Description of job and duties: _____

Reason of leaving: _____

References

Please furnish the names and addresses of two people to whom you are not related and by whom you have not been employed.

Name: _____

Address: _____ Phone: _____

Name: _____

Address: _____ Phone: _____

Who referred you to us (person/agency/employee/): _____

Summarize your special skills or qualifications: _____

Military: _____ Branch of service: _____ Rank of discharge: _____

Date of service _____ Duties/training/schools: _____

I certify that the information contained in this application is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for deny employment. Further, I hereby authorize my former employer(s), reference(s), and any other individual or organization to provide information solicited by the company and I hereby release and discharge each of the above including the company, from any liability of any kind or nature.

I understand that any offer of employment with the employer is contingent upon my passing any required physical examinations. I also understand that if the applicant is hired, either party has the right to end the employment relatively at any time.

This employer is an Equal Opportunity Employer and will not base hiring decisions on race, color, religion, sex, age, national origin, disability, or veteran status.

All application will remain on file for six months.

Signature of Applicant

Date

Background Authorization Form of St. Joseph Villa

Print clearly and use ink pen on this form.

TO BE COMPLETED BY APPLICANT IN FULL

Last Name: _____ First Name: _____ Middle Name: _____

Maiden Name or Alias used in the past five (5) years: _____

Social Security Number: _____ Date of Birth: * _____

**Used solely for ensuring completion of a criminal record check. Many jurisdictions use name and date of birth as the two primary identifiers for individual's record. The age discrimination in Employment Act of 1967 prohibits employers from discrimination on the basis of age, respect for individuals who are 40 years of age and older.*

Current Address:

Street: _____ City: _____ State: _____ Zip: _____

County: _____ Dates lived here: _____ to _____

List below information for the last two (2) years. Do not list current address.

Address: _____ Dates lived here: _____ to _____

Address: _____ Dates lived here: _____ to _____

HAVE YOU EVER BEEN CONVICTED, OR ARE YOU AWAITING PROSECUTION, OF A MISDEMEANOR FELONY, OR PLED NOLO CONTENDERE (NO CONTEST) TO A MISDEMEANOR OR A FELONY REGARDLESS OF JUDGMENT IN THE PAST TEN YEARS? YES: _____ NO: _____

IF YES, give details: Charge(s): _____

Charges occurred in: City: _____ County: _____ State: _____ Year: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS AUTHORIZATION FORM:

I understand that as part of your procedure for processing my application, an investigative report about my background may be made which may include information obtained through personal interviews regarding my character, general reputation, and personal characteristic or mode living. I have the right to make a written request, within a reasonable period of time, for complete disclosure of additional information concerning the nature and scope of the investigation. I authorize investigation of all statements contained in this authorization form. ALL representations by me in this data sheet are to the best of my knowledge and belief true and correct, and I have not knowingly omitted any related information of an adverse nature. Inaccurate information may make me ineligible for employment. I also understand that having a criminal conviction is not an automatic bar for employment. In the absence of a written contract of employment, employment with St. Joseph Villa is employment at the will of each party. The employment relationship may be terminated at any time at the discretion of the employee or St. Joseph Villa.

SIGNATURE: _____

DATE: _____