<u>APPLICATION FOR EMPLOYMENT</u> Saint Ambrose of Woodbury Early Childhood Education Center

4125 Woodbury Drive Woodbury, MN 55129 Phone: 651-768-3031 fax: 768-3090

Name:		Middle Initial		Date of Application:								
Address:	First	Middle Initial	Last									
7100.000.		Street Address		Cell Phone Number:								
	City	State	Zip Code	Home Phone Number:								
Position Applied For (please circle one of the following): Aide Assistant Teacher Teacher Substitute												
Pa	Part-timeFull-time Hours and Days available:											
Date available to begin employment: Salary Range:												
Are you at least 16 years of age at the time of submitting your application? NO YES												
Statement of Health: Do you have any physical or mental defects or impediments that might, in any way, hinder your ability to perform the job for which you have applied? (lifting limitations, restricted movements, etc.) NOYES												
If yes, please explain:												
Have you had any recent or past illnesses that might, in any way, hinder your ability to perform the job for which you have applied? NOYES, Please explain:												
Are you willing to take a physical examination if the nature of the job you have applied for requires one? NO YES												
<u>Citizenship:</u> Do you have the legal right to live and work in the U.S.? NOYES Can you, upon notification of being hired, submit a birth certificate or other proof of U.S. Citizenship? NO YES												
Education Name of S		ll schools attended (i	Last School First): <u>City/State</u>	<u>Degree Earned / Major</u>								
High Scho	ool		-									
College/U	niversity											
Graduate	School											
Other Sch	ooling											
What hobbies or interests do you have that would help you in the position for which you are applying?												
Do you belong to any organizations or clubs related to the position for which your are applying? List:												
Have you recently had CPR or First Aid Training for Infants and/or children? NO YES (what:, when)												

<u>Experience:</u> Give a complete record of all employment, including military service. Start with most recent employment.												
From		То		Employer Name, Address, and Phone Number		Position Held	Salary	Reason for Leaving				
May we contact your current employer for a reference? Yes No												
<u>References:</u> (Professional / Personal – do not include family members)												
Name	ame: Address: Phone: Occupation:						tion:					
Name	Name: Address:			Address:		Phone: Occupation:						
Name	ne: Address:				Phone: Occupation:							
Profe	essiona	al Lice	enses.	Registrations, and/or Certificates	:							
	·			•		Date: Number:						
Have you ever been convicted of a crime in the past 5 years? NO YES If yes, please explain and include the following information: circumstances of conviction, date, place, and disposition of the case. Your answer is looked at in terms of severity, date of offense, and nature of the crime. It is only one of the factors looked at prior to the employment decision.												
 I acknowledge and agree to the following: Any misrepresentation or omission of information on this application may be reason for refusal of employment or termination once employment has begun. I have an interest and commitment to working in the Saint Ambrose Early Childhood Education Center and the staff and families. I hereby give permission to all third parties to disclose any information that Saint Ambrose of Woodbury ECEC requires to come to an employment decision. I will not hold any third parties responsible for any disclosure of information. If employed, I agree to follow all policies and rules set forth by Saint Ambrose of Woodbury ECEC and Catholic Church. I agree to follow all licensing rules set forth by the ECEC and the Department of Human Services-Licensing Division. I will promote the philosophies and mission statements of Saint Ambrose and ECEC. 												
Non-Discrimination Policy / Equal Opportunity Employer: It is the policy of Saint Ambrose of Woodbury Catholic Church, School and ECEC to provide equal employment opportunity to all qualified persons without regards to race, color, religion, creed, gender, marital status, disability, age, national origin, veteran status, and status with regards to public assistance. Employment practices are to provide that all individuals be recruited, hired, assigned, advanced, compensated, and retained on the basis of their qualifications, and treated equally in these and all other respects without regard to race, color, religion, creed, gender, marital status, disability, age, national origin, veteran status and status with regard to public assistance. Exceptions to the above non-discrimination may be necessary when based upon bona fide occupational qualifications.												
SIG	SIGNATURE: DATE:											
EMAIL ADDRESS:												