

Experience: Give a complete record of all employment, including military service. *Start with most recent employment.*

From	To	<u>Employer Name, Address, and Phone Number</u>	Position Held	Salary	Reason for Leaving

May we contact your current employer for a reference? Yes No

References: (Professional / Personal – do not include family members)

Name: _____ Address: _____ Phone: _____ Occupation: _____

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Professional Licenses, Registrations, and/or Certificates:

Type: _____ State Issued: _____ 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.

SIGNATURE: _____ **DATE:** _____

EMAIL ADDRESS: _____