



Employment Application

Thank you for your interest in Holy Family College as a potential employer. The College is an equal opportunity employer and complies with all policies of non-discrimination on the basis of age, race, religion, creed, color, disability, marital status, sex, sexual orientation, national origin, arrest record, conviction, or other characteristics protected by the federal, state, and local laws. Holy Family College offers reasonable accommodations, absent undue hardship, for individuals with disabilities throughout the hiring process. If you need assistance during the application or hiring process to accommodate a disability, please contact Human Resources at human.resources@holyfamilycollege.edu or 920-686-6180.

Last Name	First Name	Middle Name
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Position applied for

Street Address

City	State	Zip Code
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Cell Phone Number ()	Home Phone Number ()
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Email

Type of employment desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Date available to start
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Have you ever been employed by Holy Family College? yes no

Do you know anyone who works at Holy Family College? yes no

If yes, list name(s) and position(s)

Are you eligible to work in the U.S.? yes no

Have you ever been convicted of a crime (misdemeanor, felony, or other offense), or do you have any pending charges against you?
 yes no

If yes, please provide details on each conviction or pending charge including dates, type of conviction/charge, and state, county and city of conviction/charge. (Do not list any convictions which have been legally expunged by a court order.)

EDUCATION

School	Name and location of school	Major area of study	Did you graduate?	Number of years completed	Degree
High school					
Undergraduate					
Graduate					
Other (specify name)					
Other (specify name)					

Attach additional information as necessary.

EMPLOYMENT HISTORY

Please list your employment history, starting with your most recent employer.

Employer

Address

City

State

Zip Code

Employed from

Employed to

Job title

Supervisor

Supervisor phone number ()

Rate of pay

Essential job duties

Reason for leaving

May we contact this employer? yes no

Employer

Address

City

State

Zip Code

Employed from

Employed to

Job title

Supervisor

Supervisor phone number ()

Rate of pay

Essential job duties

Reason for leaving

May we contact this employer? yes no

Employer

Address

City

State

Zip Code

Employed from

Employed to

Job title

Supervisor

Supervisor phone number ()

Rate of pay

Essential job duties

Reason for leaving

May we contact this employer? yes no

REFERENCES

Please list three professional references.

Name	Company	
Relationship	Years known	Telephone ()
Email		
Name	Company	
Relationship	Years known	Telephone ()
Email		
Name	Company	
Relationship	Years known	Telephone ()
Email		

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure employment with Holy Family College is true, complete and correct.

I expressly authorize, without reservation, Holy Family College, its representatives, employees, or agents to contact and obtain information from all listed references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Holy Family College, its agents, employees, or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process. I also waive and release from liability any party that provides information to Silver Lake College for purposes of verifying the information I have provided on this application or during the application process.

I understand that Holy Family College is an "at will" employer. This means that, if I am employed, and absent a written agreement providing otherwise, Holy Family College reserves the right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, (1) may eliminate me from further consideration for employment, or (2) may result in my immediate discharge from Holy Family College's service, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the forgoing Applicant Statement.

Applicant Signature	Date
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