



# Vincenian Marian Youth Southeast Missouri

751 Center Drive  
Ste. Genevieve, MO 63701  
(573) 883-7200

## APPLICATION FOR EMPLOYMENT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ (Home or Cell?) Email \_\_\_\_\_

Are you at least 18? \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

### **YOUR JOB INTEREST:**

What specific job(s) are you applying for?

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What are your qualifications for this work?

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Are you willing to work evenings?

Are you willing to work Saturdays?

What are your pay expectations?

Will you accept temporary work?

How did you hear about this position?

Do you have a spouse, parent, child, sibling, or other family member that works here?

Are you legally eligible for employment in the United States?

*Proof of citizenship or immigration status will be required upon employment.*

Have you ever been convicted of a felony?

If yes, please state the nature of the offense(s) for which you were convicted or pleaded guilty.

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*(Please note that a conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)*



**EDUCATION:**

<b>School Name</b>	<b>No. of Years Completed</b>	<b>Course of Study</b>	<b>Did you Graduate?</b>	<b>Activities</b>
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HIGH SCHOOL

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COLLEGE/UNIVERSITY

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OTHER:

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**PERSONAL REFERENCES:** Please Provide at least 3 References (Do not list relatives)

<b>Name.</b>	<b>Address</b>	<b>Phone</b>	<b>Occupation</b>
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**SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS THAT WOULD BE HELPFUL TO YOUR EMPLOYMENT AT VINCENTIAN MARIAN YOUTH SEMO:**

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**PLEASE TURN TO THE OTHER SIDE OF THIS FORM AND CONTINUE**

**PREVIOUS EMPLOYMENT (Begin with most recent position):**

Dates of Employment: From / / To / / Position Held:  
Company Name: Address:  
Phone: Supervisor: Title:  
Responsibilities  
Starting Pay/Salary and Title: Ending Salary and Title:  
Reason for Leaving

Dates of Employment: From / / To / / Position Held:  
Company Name: Address:  
Phone: Supervisor: Title:  
Responsibilities  
Starting Pay/Salary and Title: Ending Salary and Title:  
Reason for Leaving

Dates of Employment: From / / To / / Position Held:  
Company Name: Address:  
Phone: Supervisor: Title:  
Responsibilities  
Starting Pay/Salary and Title: Ending Salary and Title:  
Reason for Leaving

**YOUR RESUME:** Do you have a resume? \_\_\_\_\_ If so, please attach a copy for review and consideration by the hiring manager.



**YOUR STATEMENT OF UNDERSTANDING:**

By signing this application, I understand that work at Vincentian Marian Youth Southeast Missouri is "employment at will." This means that if I am accepted for work at Vincentian Marian Youth Southeast Missouri, I can leave my job or be removed from my job without further liability except as provided by law. If I successfully complete an introductory period, I will be classified a "regular employee." As such, I will ordinarily receive certain benefits and accept certain responsibilities, as described in the Employee Handbook.

I also understand that my application will remain active for two months, with a grace period of one month. I may then renew my application every two months up to one year. After one year I must re-apply if I wish to keep my application active.

I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision. I release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

I certify that the answers given on this application are true to the best of my knowledge. I understand that false or misleading information given in my application or in interviews may end consideration of my application or result in discharge if I am employed by Vincentian Marian Youth Southeast Missouri.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Vincentian Marian Youth Southeast Missouri is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, national origin, disability, military or veteran status. We reserve the right to make job selections in certain categories on the basis of religious affiliation.