SERVITE HIGH SCHOOL

Application of Employment

PERSONAL INFORMATION

_____ _____ _____ _____ _____
Date   Last Name   First Name   Middle   Other name(s) under which known

_____   _____   _____   _____-_____
Address No. & Street   City   State   Zip

(____)____-_____   (____)____-_____   (____)____-_____   _____
Home Phone   Cell Phone   Business Phone   Email Address

Do you have any friends or relatives working for the Servite High School? ☐ Yes ☐ No   If yes, state name, relationship:

_____   _____
Name   Relationship

GENERAL INFORMATION

Position applying for: _____

Are you applying for   Regular full-time work? .... ☐ Yes ☐ No   Regular part-time work?................ ☐ Yes ☐ No

Temporary or On-Call work, e.g., summer or holiday work? .... ☐ Yes ☐ No

What days and hours are you available for work? _____

What is your desired salary? _____

If applying for temporary work, during what period of time will you be available?   From:_____   To: _____

Are you available to work on weekends? ☐ Yes ☐ No.   Would you be available to work overtime, if necessary? ☐ Yes ☐ No

If under age 18, can you provide a work permit if offered a job? ……………………………………………………………… ☐ Yes ☐ No

If hired, can you show proof of your right to work in the U.S.? ……………………………………………………….. ☐ Yes ☐ No

If hired, on what date can you start work? _____

Are you able to safely perform the essential functions of the job for which you are applying, either with or without reasonable

accommodation? ☐ Yes ☐ No.   If no, describe the functions that cannot be performed. _____

Have you ever been terminated or asked to resign from employment: ☐ Yes ☐ No   If yes, please explain: _____

EDUCATION, TRAINING AND EXPERIENCE

High School _____   Diploma/GED: ☐ Yes ☐ No
Name

College/ University _____   _____   Did you graduate?: ☐ Yes ☐ No
Name   Course of Study   Degree

Other _____   _____   Did you graduate?: ☐ Yes ☐ No
Name   Course of Study   Degree

EMPLOYMENT HISTORY

Please list all present and past employment and work related volunteer activities starting with the most recent for the last ten (10) years. Account for all periods of unemployment in excess of one month and for any time periods not included in your resume. Please attach a separate sheet if necessary.

Name of Employer   Type of Business   Dates of Employment: From ____ To ____

Your Position and Duties

Reason for Leaving

Name of Employer   Type of Business   Dates of Employment: From ____ To ____

Your Position and Duties

Reason for Leaving

Name of Employer   Type of Business   Dates of Employment: From ____ To ____

Your Position and Duties

Reason for Leaving

REFERENCES

List below two professional references who have knowledge of your work performance within the last ten years.

(____)____ - _____

First Name   Last Name   Telephone No.   Occupation

(____)____ - _____

First Name   Last Name   Telephone No.   Occupation

I hereby certify that the information contained in this application form is true, complete and correct to the best of my knowledge and I agree to have any of the statements checked by Servite High School unless I have indicated to the contrary. I authorize any individuals from the above contacts to provide any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to a SHS representative, any of its agents or employees. I understand that any misrepresentation, falsification or material omission of information on this application may result in revocation of an offer of employment, or if hired, my dismissal from employment.

In consideration of my employment I agree to conform to the rules and standards of Servite High School even as amended from time to time at its discretion.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that employment with Servite High School is at-will, meaning that the terms and conditions of employment may be changed with or without notice, with or without cause, including, but not limited to, termination, demotion, promotion, compensation, benefits, duties and location of work. I understand that no representative of Servite High School has the authority to make assurances to the contrary.

I also understand that all offers of employment are conditioned on the provision of satisfactory proof of identity and legal authority to work in the United States.

_____   _____
Date   Applicant's Signature