

SAINT PAUL'S COLLEGE
115 COLLEGE DRIVE
LAWRENCEVILLE, VA 23868
(Equal Opportunity Employer)
Phone: 434-848-1805

APPLICATION FOR EMPLOYMENT

Name _____ Date _____

_____ Street Address _____ City & State _____ Zip _____

_____ Home Phone _____ Business Phone _____ Social Security No. _____

Minimum salary you will accept: _____

When will you be available to begin work: _____

Citizenship: _____

Are you legally eligible for employment in the United States? _____

Have you ever been bonded: _____ Yes _____ No

If "yes," with what employers? _____

Position Applying For: _____

Full-time _____ Part-time _____

CRIMINAL HISTORY

Have you ever been convicted of a misdemeanor? _____ Yes _____ No

Dates & Charges _____

Have you ever been convicted of a felony? _____ Yes _____ No

Dates & Charges _____

EDUCATION

High School _____ Address _____

Dates of Attendance _____ Date of graduation _____

College _____ Address _____

Dates of Attendance _____ Date of graduation _____

Degree _____

Graduate _____ Address _____

Dates of Attendance _____ Date of graduation _____

Degree _____

EDUCATION Cont'd.

Other _____ Address _____
Dates of Attendance _____ Date of graduation _____
Degree _____

EMPLOYMENT

Include employer, address, position held, & dates of employment:

(Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

REFERENCES

Include name, address, and phone number:

1. _____
2. _____
3. _____

ADDITIONAL INFORMATION

Membership in professional and civic organizations, special accomplishments, awards, etc.

APPLICANT’S SIGNATURE

Please read and understand this statement before signing your application:

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and “references” I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire after six months. After that date, unless otherwise notified, I understand my status as an applicant will end. I may re-apply for employment in the future by completing a new application. This application is not an employment agreement.

I fully understand and accept all terms and conditions in the above statement:

Date

Applicant’s Signature

This institution does not discriminate on the basis of race, sex, religion, national origin, disability, or any other basis.

**ADDENDUM TO APPLICATION FOR EMPLOYMENT
AT SAINT PAUL’S COLLEGE**

CONDITIONS

Employment will not be offered until the application process has been completed. This process requires that the following items be received:

- _____ Copies of transcripts of all college work completed.
- _____ A minimum of three written references (one of which is from a current or former supervisor).

1. Your application for employment will remain active for six months from the date of application. Updates of all relevant information must be submitted in writing.
2. All material submitted with your application becomes the property of Saint Paul’s College.
3. Some positions may require full and/or specific physical examination or documentation which must be completed prior to employment.
4. Final salary determination is subject to written verification from previous employers.
5. Copies of transcripts of all college work must accompany this application. Official transcripts mailed directly from colleges/universities will be required once employment is offered. If not received within three months of employment, this may be cause for immediate termination.
6. As a condition of acting upon your application for employment, Saint Paul’s College requires your authorization to conduct background investigations which include, but are not limited to, information from previous employers, verification of criminal record information, educational background, credit information, citizenship, military service and disabilities which may impact the job performance. Your signature on this form constitutes your authorization to conduct such investigations.
7. Falsification of this addendum or any other matter on your application, or any supplement to it, may result in refusal to consider the applicant for employment, or immediate discharge if already employed.

Date

Applicant’s Signature