

ST. ANNE INSTITUTE

Employment Application

160 North Main Avenue, Albany, N.Y. 12206

Position Applied For: _____ Date: _____

Last Name:		First Name:		Middle Initial:	SS#:
Street Address:					City:
State:	Zip:	Email:			Phone:

▶ Please describe why you are interested in the position: _____

▶ Are there limitations to your flexibility to work particular hours or days? Yes No

If yes, please explain: _____

▶ Do you have a valid, clean New York State driver's license? Yes No

Are there any restrictions? Yes No

If yes, please explain restriction: _____

▶ I affirm and swear that to the best of my knowledge, I Have I Have Not been convicted of a crime in the State of New York or any other jurisdiction. If you have, please explain: _____

▶ Education

Have you obtained a High School Diploma/GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Diploma Attained:	
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College:	_____	_____	_____
	Name of School	Dates Attended	Degree/Major

	Location of School		

College:	_____	_____	_____
	Name of School	Dates Attended	Degree/Major

	Location of School		

Other training, licenses, certifications, etc.:	
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(Continued on back→)

► **Current Employer (leave blank if unemployed)**

Current Employer: _____	Mailing Address: _____
Phone Number: _____	_____
Your Position: _____	Date Hired: _____
Your Supervisor: _____ (Name & Title)	May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

► **Previous Employers**

May we contact your previous employers? Yes No

Previous Employer: _____	Address: _____
Your Position: _____	Phone Number: _____
Job Duties: _____	Dates Employed: _____
Your Supervisor: _____ (Name & Title)	Reason for Leaving: _____
Previous Employer: _____	Address: _____
Your Position: _____	Phone Number: _____
Job Duties: _____	Dates Employed: _____
Your Supervisor: _____ (Name & Title)	Reason for Leaving: _____
Previous Employer: _____	Address: _____
Your Position: _____	Phone Number: _____
Job Duties: _____	Dates Employed: _____
Your Supervisor: _____ (Name & Title)	Reason for Leaving: _____

► **Additional References**

<i>Name</i>	<i>How do you know this person?</i>	<i>Phone #</i>

► **Please submit resume if available**

► **Agreement (Please read the following statements carefully before signing this application)**

I affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. Falsified information or significant omission will disqualify me from further consideration for employment, and may result in dismissal if discovered at a later date. I authorize persons, schools, employers, and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

Signature: _____	Date: _____
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