



BELLARMINA COLLEGE PREPARATORY

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BELLARMINA COLLEGE PREPARATORY IS
AN EQUAL OPPORTUNITY EMPLOYER

STAFF APPLICATION

DOWNLOAD, COMPLETE AND SUBMIT APPLICATION. RESUME IS NOT ACCEPTED IN LIEU OF APPLICATION.

BELLARMINA COLLEGE PREPARATORY IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, SEX, PREGNANCY, CHILDBIRTH, MARITAL STATUS, AGE, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION INCLUDING GENETIC CHARACTERISTICS, SEXUAL ORIENTATION, VETERAN STATUS, GENDER, GENDER IDENTITY, GENETIC INFORMATION OR ANY OTHER CATEGORY PROTECTED UNDER FEDERAL OR LOCAL LAW. *AS A CATHOLIC, JESUIT SCHOOL, BELLARMINA MAY PRESERVE ITS STATE AND FEDERAL PROTECTIONS AS A RELIGIOUS INSTITUTION AND MAY GRANT MORE FAVORABLE CONSIDERATION TO ROMAN CATHOLIC APPLICANTS.

DATE OF APPLICATION _____

NAME _____

ADDRESS _____

PERMANENT ADDRESS (IF DIFFERENT THAN ABOVE)

ADDRESS _____

EMAIL _____

CELL PHONE _____

HOME PHONE _____

APPLYING FOR THE POSITION OF: _____

HOW DID YOU LEARN OF THIS OPENING _____

HAVE YOU EVER APPLIED TO BELLARMINA BEFORE? () YES () NO

IF YES, WHEN & WHAT POSITION? _____

ARE YOU OVER 18 YEARS OLD? () YES () NO

IF NOT, CAN YOU FURNISH A WORK PERMIT? () YES () NO

IF HIRED, WHAT DATE ARE YOU AVAILABLE TO START WORK? _____

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, EITHER WITH OR WITHOUT REASONABLE ACCOMMODATIONS? () YES () NO

NOTE: BELLARMINA COMPLIES WITH THE AMERICAN DISABILITIES ACT (ADA) AND CONSIDERS REASONABLE ACCOMMODATIONS THAT MAY BE NECESSARY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

IF HIRED (AFTER AN OFFER OF EMPLOYMENT HAS BEEN MADE), CAN YOU PRESENT REQUIRED DOCUMENTATION TO VERIFY YOUR IDENTITY AND LEGAL RIGHT TO WORK IN THE UNITED STATES? () YES () NO

*WHAT IS YOUR RELIGIOUS AFFILIATION? _____ () DECLINE TO ANSWER

EDUCATION AND PROFESSIONAL PREPARATION

	INSTITUTION	ADDRESS (STREET, STATE)	# YEARS ATTENDED	DID YOU GRADUATE?		DEGREE	MAJOR	MINOR
				YES	NO			
SECONDARY								
COLLEGE/ UNIVERSITY								
GRADUATE/ SPECIAL TRAINING								

OTHER EMPLOYMENT HISTORY

PRESENT AND PAST EMPLOYMENT, STARTING WITH MOST RECENT – INCLUDE ANY PERIODS OF UNEMPLOYMENT.

FROM	TO	EMPLOYER	SUPERVISOR NAME & PHONE NUMBER	YOUR POSITION & DUTIES	REASON FOR LEAVING

DO YOU HAVE ANY OTHER EXPERIENCE, TRAINING, QUALIFICATIONS, OR SKILLS (INCLUDING LANGUAGES YOU ARE FLUENT IN) YOU BELIEVE MAKE YOU ESPECIALLY QUALIFIED FOR THIS POSITION? () YES () NO

IF YES, HOW? _____

MILITARY SERVICE

HAVE YOU SERVED IN THE US MILITARY? () YES () NO

DID YOUR MILITARY SERVICE AND TRAINING PROVIDE YOU WITH SKILLS YOU COULD PUT TO USE IN THIS POSITION? () YES () NO

IF YES, HOW? _____

REFERENCES

LIST BELOW THREE PERSONS NOT RELATED TO YOU, WHO HAVE KNOWLEDGE OF YOUR WORK PERFORMANCE WITHIN THE LAST THREE YEARS

NAME: _____ PHONE #: _____ EMAIL ADDRESS: _____ OCCUPATION: _____

NAME: _____ PHONE #: _____ EMAIL ADDRESS: _____ OCCUPATION: _____

NAME: _____ PHONE #: _____ EMAIL ADDRESS: _____ OCCUPATION: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I HEREBY CERTIFY THAT ALL THE INFORMATION PROVIDED ON THIS APPLICATION (AND ACCOMPANYING RESUME, IF ANY) IS TRUE AND COMPLETE. I AGREE THAT ANY FALSIFIED STATEMENTS, OMISSIONS, OR ANY OTHER FORM OF MISREPRESENTATION IN THE APPLICATION PROCESS MAY DISQUALIFY ME FROM FURTHER CONSIDERATION AND MAY RESULT IN TERMINATION OF EMPLOYMENT IF DISCOVERED AT A LATER TIME.

I AUTHORIZE A THOROUGH INVESTIGATION OF MY REFERENCES, PAST WORK RECORD, EDUCATION, AND OTHER MATTERS OR ACTIVITIES IN ORDER TO ASSESS MY SUITABILITY FOR EMPLOYMENT. I AGREE TO FULLY COOPERATE IN SUCH INVESTIGATION AND RELEASE FROM ALL LIABILITY OR RESPONSIBILITY ALL PERSONS REQUESTING, COMMUNICATING, REVIEWING, OR EVALUATING SUCH INFORMATION.

I UNDERSTAND THAT, ACCORDING TO LAW, ALL INDIVIDUALS HIRED MUST, AS A CONDITION OF EMPLOYMENT, PRODUCE CERTAIN DOCUMENTATION TO VERIFY THEIR IDENTITY AND THEIR LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES. AS A CONSEQUENCE, I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT WOULD BE CONTINGENT UPON MY ABILITY TO PRODUCE THE DOCUMENTATION WITHIN THE TIME REQUIRED BY LAW. I FURTHER UNDERSTAND THAT ANY OFFER OF EMPLOYMENT WILL BE CONTINGENT UPON A SATISFACTORY CLEARANCE OF A BACKGROUND CHECK, PURSUANT TO A FINGERPRINT SCAN AND SATISFACTORY CLEARANCE OF A TB TEST.

I UNDERSTAND THAT NOTHING CONTAINED IN THE APPLICATION PROCESS (INCLUDING INTERVIEWS) IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT BETWEEN BELLARMINE AND ME. I ALSO AGREE THAT EMPLOYMENT AT BELLARMINE IS AT WILL. I UNDERSTAND AND AGREE THAT MY EMPLOYMENT WOULD BE FOR NO DEFINITE PERIOD OF TIME AND MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT ADVANCE NOTICE, AT ANY TIME BY ME OR BELLARMINE. I ALSO UNDERSTAND AND AGREE THAT NO PROMISES OR REPRESENTATIONS CONTRARY TO THE FOREGOING ARE BINDING ON BELLARMINE UNLESS THEY ARE MADE IN WRITING AND THAT WRITING IS SIGNED BY ME AND BELLARMINE'S PRESIDENT.

I HAVE CAREFULLY READ ALL THE ABOVE AND I VOLUNTARILY GRANT THE ABOVE RELEASE.

APPLICANT'S SIGNATURE

DATE

EMAILING THIS APPLICATION IN ITS COMPLETION WILL BE CONSIDERED AN ELECTRONIC SIGNATURE AND INITIALS.