



Application for Employment

St. Pius X Early Learning Center
4925 Council St NE
Cedar Rapids, IA 52402
Phone: (319) 200-4546 Fax: (319) 200-4128

Position applied for _____ Date of application _____

Applicant Information:

Full Name _____ SS# _____

Address _____ City _____ State _____ Zip Code _____

Phone Numbers: (day) _____ (evening) _____

If the position you are applying for requires membership in a Catholic parish or faith community (as indicated in the minimum requirements for the position), please identify your parish/community: _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of employment eligibility will be required upon employment.)
Yes _____ No _____

Have you been convicted of a felony or been released from incarceration for a felony within the last 10 years? Yes _____ No _____

If yes, please explain: (Please note that an affirmative response to the above question will not necessarily bar you from employment.) _____

Are you at least 18 years old? Yes _____ No _____

How did you hear of this opening? _____
(list specific newspaper, internet site, etc.)

Education/Skills:

High School _____ Diploma _____ Yes _____ No _____

Address _____ City _____ State _____ Zip Code _____

Undergraduate College _____

Address _____ City _____ State _____ Zip Code _____

Degree Received _____ Major _____ Minor _____

Graduate College _____

Address _____ City _____ State _____ Zip Code _____

Degree Received _____ Major _____ Minor _____
Other(specify) _____

Work Experience:

Please list name, address, and phone number of previous employment, military, or volunteer experience with most recent experience first.

Name of Organization _____
Dates of Employment _____ Status: ___ Volunteer ___ Full Time ___ Part Time
Current/Ending salary _____
Address _____
City _____ State _____ Zip _____ Telephone Number _____
Job Title _____
Duties and responsibilities of position: _____

Supervisor _____ May we contact? ___ Yes ___ No
Reason for Leaving _____
Name known by (if different than present name) _____

Name of Organization _____
Dates of Employment _____ Status: ___ Volunteer ___ Full Time ___ Part Time
Current/Ending salary _____
Address _____
City _____ State _____ Zip _____ Telephone Number _____
Job Title _____
Duties and responsibilities of position: _____

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Address _____
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Job Title _____
Duties and responsibilities of position: _____

Supervisor _____ May we contact? ___ Yes ___ No
Reason for Leaving _____
Name known by (if different than present name) _____

Other:

Describe any specialized training, skills or experience related to the position for which you are applying: _____

Describe your computer skills: _____

References:

Give name, address and telephone number of three references who are not related to you and are not previous supervisors.

Name:	Phone Number:	Relationship:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

When would you be available to begin work? _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the Application of Employment are true and complete to the best of my knowledge. I have read the entire employment application. I understand that if I am employed false or misleading statements given on my application or during my interview(s) may result in discharge.

I authorize an investigation of statements in this application to allow the employer to make an employment decision.

Date _____ Applicant's Signature _____

We are an equal opportunity employer and fully comply with the Americans with Disabilities Act. Accommodations for persons with disabilities will be provided unless the accommodation would place an undue hardship on the employer. Persons needing any accommodation should notify the Parish/School.