

Application Date: \_\_\_\_\_.

# Employment Application

Valid for 30 days



*Note: Employment applicants with resumes are required to complete and sign this form. St. Francis Center does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry, marital status, or veteran status; or on the basis of age against persons whose age is 40 and over; or on the basis of physical or mental handicap not limiting applicant's ability to perform satisfactorily the job available. No question on this form is intended to secure information to be used for such discrimination.*

Full Name	Last	First	Middle	Social Security No.
Please indicate other names you have used in previous employment or schooling				
Present Address	Street Address	City	State	Zip Code

Previous addresses during the last three years:					
Street Address	City	State	Zip Code	From	To
Street Address	City	State	Zip Code	From	To
Street Address	City	State	Zip Code	From	To

Home Phone	Cell Phone			
Position Desired	Salary Desired	Date Available	Referred by:	
Interested in: (circle)	Full-Time	Part-Time	Temporary	If a minor, please give age:

List any relatives working for St. Francis Center

Can you, after being offered employment, submit verification of your legal right to work in the U.S.? Yes  No

Were you previously employed by St. Francis Center? Yes  No  Date(s):

Have you ever been convicted of a felony or any crime related to dishonesty, or are you currently out on bail or on your own recognizance pending trial for any crime related to dishonesty? (Conviction will not necessarily disqualify an applicant.) Yes  No

If yes, please explain:

SKILLS: if it applies to the position for which you are applying, indicate below.			
Typing	Shorthand	Transcription	Adding Machine
Yes <input type="checkbox"/> No <input type="checkbox"/> WPM:	Yes <input type="checkbox"/> No <input type="checkbox"/> WPM:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Computer Programs:		List of office machines you operate:	
List any other skills or special qualifications, including languages, that may assist you in the job for which you have applied:			

### EDUCATION AND TRAINING

High School	City / State	Graduated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
College or University	City / State	Major	Degree
College or University	City / State	Major	Degree

Indicate any additional or supplemental education including extension courses, seminars, and/or professional designations:

### EMPLOYMENT HISTORY

Start with your most recent employment and list all jobs you have held in the past ten years including time spent in military, school, self-employment, etc. Cover full disposition of your time whether employed or not. Additional information may be written on a separate sheet and attached. Please complete carefully.

May we contact your current employer? Yes  No

Company	Complete Address	From MM/YY to MM/YY
Job Title	Supervisor and Title	Phone
Duties		
Reason for leaving:	Starting salary	Current/ending salary

Application Date: \_\_\_\_\_

# Employment Application

Valid for 30 days



EMPLOYMENT HISTORY cont'd			
Company	Complete Address	From MM/YY to MM/YY	
Job Title	Supervisor and Title	Phone	
Duties			
Reason for leaving:		Starting salary	Current/ending salary

Company	Complete Address	From MM/YY to MM/YY	
Job Title	Supervisor and Title	Phone	
Duties			
Reason for leaving:		Starting salary	Current/ending salary

Condensed Earlier Employment Record			
Company	Address	Job Title	From MM/YY to MM/YY
Company	Address	Job Title	From MM/YY to MM/YY
Company	Address	Job Title	From MM/YY to MM/YY

CERTIFICATION
<p><b>Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance.</b></p> <p>I certify that, to the best of my knowledge and belief, the answers provided and the statements made by me in this application are correct and complete. I understand that any false information contained in this application may result in my discharge.</p> <p>I authorize St. Francis Center to communicate with all my former employers, school officials, and persons named as references. I hereby release all employers, schools, and individuals from any liability for any damage whatsoever resulting from giving such information.</p> <p>I understand that any offer of employment may be subject to the following: satisfactory references, employment and/or credit checks, clearance of criminal record, and acceptance by the bonding company. I also understand the bonding requirement may include fingerprinting for criminal record investigation.</p> <p>I understand that as St. Francis Center deems necessary, I may be required to work overtime hours or hours outside a normally defined work day or work week.</p> <p><b>Federal laws and internal policy prohibit St. Francis Center from entering into employment contracts unless they are in writing and approved by the Board of Directors. Accordingly, I understand that, if hired, my employment and compensation can be terminated with or without notice, with or without cause, at any time, at the option of either myself or the organization. I understand and acknowledge that no employee or representative of the organization other than the Board of Directors specifically approving in a written contract, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.</b></p> <p>When completed and signed, this application becomes the property of St. Francis Center.</p>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail Completed Application to:

St. Francis Center  
Attn: Human Resources  
1835 South Hope St.  
Los Angeles, CA 90015

tel: 213.747.5347  
fax: 213.765.8915  
email: hr@sfcla.org