

St. Vincent de Paul Questionnaire.

Are you seeking a full or part time position?*

List all current licenses and/or areas of certification related to the position:

List any other training, skills, qualifications related to the position:

List all office, computer or media equipment that you operate proficiently:

Employment History

_____ Check here if you have no employment history.

Start with current employer. List all previous employment history for at least the past 10 years.

Dates of Employment* (mm/yyyy)	Company name* and address* (City*, State*, Zip)	Immediate Supervisors name* & Phone Number	Position Held*/Job Description*	Reason for leaving position.*
Start Date: _____ End Date: _____				
Start Date: _____ End Date: _____				
Start Date: _____ End Date: _____				
Start Date: _____ End Date: _____				

Have you ever received disciplinary action at work or been released from employment for disciplinary or other reasons? _____ If yes, please explain: _____

Educational History

Educational history should include high school and forward.

Dates* (mm/yyyy) (Start with most recent)	School name* and address* (City*, State*, Zip)	Type of School*	Name of Program or Degree*	Program Completed?*
Beginning Date: _____ End Date: _____				
Beginning Date: _____ End Date: _____				
Beginning Date: _____ End Date: _____				

Volunteer History

_____ Check here if you have no volunteer history.
 Volunteer history should include 3 of your most recent activities.

Dates* (mm/yyyy) (Start with most recent)	Organization* City, State, Zip	Contact*	Contact Phone Number	Position*/Duties*
Beginning Date: _____ End Date: _____				
Beginning Date: _____ End Date: _____				
Beginning Date: _____ End Date: _____				

References

A Professional/Civic reference is a reference from a Supervisor you have worked for in a professional and/or volunteer activity.
 A Personal reference is a reference from a friend, co-worker (including volunteer activities) and/or family member.
 All references must be over 18 years of age.

Reference Name* First/Last	Address* (Complete Mailing Address)	Daytime Phone*	How long have you known this Person?*	Relationship?*
Professional/Civic*				
Professional/Civic*				
Personal				

Declarations

St. Vincent de Paul Society of Marinette (SVdP) appreciates your willingness to share your gifts and talents. Providing a safe and secure work environment for our employees is of utmost importance to us. We take seriously our responsibility to keep records confidential. This includes, without limitation, the results of investigative reports. If a conditional offer of employment is made, reports prepared under the Fair Credit Reporting Act for the benefit of St. Vincent de Paul will include criminal background checks for all and may include investigative consumer reports. This does not give SVdP the authorization to conduct a credit check. All information relating to the investigative reports will be stored in a secure and lock area.

Please read and initial each of the statements below.

_____ I understand I can withdraw from the application process at any time.

_____ I understand that information may be obtained from sources I provided on the application and this information will be held confidentially by SVdP and its local representative(s) and not revealed to me.

_____ I understand I have an ethical duty not to disclose confidential information I may come upon during the course of being an employee.

_____ I agree to observe the SVdP's and any local guidelines/policies to the position for which I am applying.

_____ I understand the SVdP and its representative(s) take all allegations of abuse seriously. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ I understand the SVdP and its representative(s) cooperate fully with civil authorities to investigate all cases of alleged abuse.

_____ I will notify SVdP if arrested or charged as well as if convicted.

_____ I understand the SVdP is committed to maintaining a safe, healthy and efficient working environment for its employees/volunteers by creating a drug-free and crime-free workplace. I am aware that SVdP may routinely complete a past employer check, a reference check, a criminal background check, a valid driver's license and driving record test. I agree to provide additional information, including fingerprints, if requested.

_____ I hereby certify that the answers given by me to the above questions and statements are true and correct. I hereby authorize the employers, schools, and persons named in this application to give any information requested regarding my employability, character, and qualifications and release them from all liability for any damages for issuing this information. It is understood and agreed that any misrepresentation, false statement or omissions by me in the application, will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to SVdP. I also understand that including extraneous information not requested on this application will be sufficient reason for its rejection. I hereby release SVdP and any and all persons, business entities and government agencies, whether public, or private from any and all liability, claims and/or demands related to the providing of this information.

_____ I have completely and accurately provided information for all areas of this application. I understand that my failure to do so will disqualify me from consideration.

_____ By signing my name below, I understand that nothing contained in this application or in the interview process is intended to create an employment contract between SVdP and me. Should this application result in my employment, I have a right to terminate employment at anytime and for any reason SVdP retains a similar right. I further understand that this entire statement applies to the period prior to after I may be employed.

_____ My signature indicates that I have read and understand the above stated information within this document and am signing below of my own free will.

Do not sign until you have read and initialed all the above statements.

Printed Name: _____ Signature: _____

Date: _____ / _____ / _____

End of Pre-employment Section

If, after the interview process, a conditional offer of employment is extended,
You will be asked to re-access this form in order to complete the
remainder of this application.