



**The School of the Holy Childhood**  
**100 Groton Parkway**  
**Rochester, NY 14623**  
**585-359-3710**  
**585-359-3722 Fax**  
[www.holychildhood.org](http://www.holychildhood.org)

**Please indicate how you learned of our position openings:**

- \_\_\_\_\_ Face Book
- \_\_\_\_\_ SHC Website
- \_\_\_\_\_ Internet Posting
- \_\_\_\_\_ Other (please list): \_\_\_\_\_

## EMPLOYMENT APPLICATION

Position applying for: \_\_\_\_\_

### PERSONAL INFORMATION

Last Name	First	Middle	Application Date
Street Address			Home Phone (       )
City, State, Zip			Alternate Phone (       )
Have you ever <u>applied</u> for employment with us?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes: Month and Year: What position:
Have you ever <u>worked</u> for us?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes: Month and Year: What position:
Have you ever <u>volunteered</u> for us?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, When and what capacity did you volunteer?
Social Security Number:		When will you be available to begin work?	
How did you hear of our organization?			
Do you have relatives or friends who currently work for The School of the Holy Childhood?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, who and what position do they hold?			
Have you been convicted of a felony or misdemeanor within the last seven years: <i>(A conviction will not necessarily result in a denial of employment)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please explain:			

### EDUCATION AND TRAINING

SCHOOL	SCHOOL NAME AND LOCATION	MAJOR	YEARS COMPLETED	DEGREE OR DIPLOMA
College Graduate				
College Undergraduate				
High School				
Other Related Special skills, Training, etc.				

## PROFESSIONAL MEMBERSHIPS

Please list any professional, trade, business or civic organization that you are a member of and that is relative to the position for which you are applying? (Please don't list any affiliation that would reflect your race, color, religion, age, sex, sexual orientation, marital status or disabilities)

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT

*Please give accurate, complete details beginning with your **most recent** employer.  
Please DO NOT substitute your resume for this information.*

<b>1</b>	Name of Employer:	Telephone (        )
	Address:	Dates Employed (Please use mm/yy format)
		FROM:                      TO:
	Supervisor Name:	Pay Rate
	Start:                      End:	
Position Held:	Reason for Leaving	

<b>2</b>	Name of Employer:	Telephone (        )
	Address:	Dates Employed (Please use mm/yy format)
		FROM:                      TO:
	Supervisor Name:	Pay Rate
	Start:                      End:	
Position Held:	Reason for Leaving	

<b>3</b>	Name of Employer:	Telephone (        )
	Address:	Dates Employed (Please use mm/yy format)
		FROM:                      TO:
	Supervisor Name:	Pay Rate
	Start:                      End:	
Position Held:	Reason for Leaving	

<b>4</b>	Name of Employer:	Telephone (        )
	Address:	Dates Employed (Please use mm/yy format)
		FROM:                      TO:
	Supervisor Name:	Pay Rate
	Start:                      End:	
Position Held:	Reason for Leaving	

## REFERENCES

We may contact the employers listed above unless you indicate those you do not want us to contact.

**DO NOT CONTACT**

Reason \_\_\_\_\_

Employer Number

1	2	3	4
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**Please list additional Professional References**

Name	Company	Professional Relationship	Phone Number

***Applicants will receive consideration for positions without regard to race, color, religion, age, gender (except where gender is a bonafide occupational qualification), sexual orientation, marital status, and disability or veteran status.***

<b>S I G N A T U R E</b>	<p>The information provided in this Application for Employment is true, correct and complete. If employed, any false statement or omission of fact on this Application may result in my immediate dismissal.</p> <p>I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me for a definite period of time and my employment may be terminated any time without notice.</p> <p>If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.</p> <p>The School of the Holy Childhood has my permission to verify information supplied on my application for employment, including contacting previous employers and school personnel. I understand that employer and/or school personal references are released from any claim in connection with such disclosure.</p> <p>_____</p> <p>Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature</p>
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**FOR EMPLOYER'S USE ONLY**

<b>R E F E R E N C E  C H E C K</b>	<b>EMPLOYER</b>	<b>PERSON CONTACTED</b>	<b>RESULTS</b>
	<b>1</b>		
	<b>2</b>		
	<b>3</b>		
	<b>4</b>		

**INTERVIEWER NAME AND COMMENTS**

<b>I N T E R V I E W  R E S U L T S</b>	<b>Interviewer Name:</b>	