

CATHOLIC FOREIGN MISSION SOCIETY OF AMERICA

Maryknoll Fathers and Brothers

Ryder Road

Ossining, NY 10562

APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

Name _____ Date _____

Present Address _____
Street City State Zip Code

How many years have you lived at this address? _____ Phone _____

Are you under the age of eighteen? _____ If yes, a working permit is required.

Are you a U.S. citizen or, if not, do you have the right to remain and work in the U.S.? Yes _____ No _____
(You will be required to furnish proof of lawful work status if you are extended a job offer).

Will you now or in the future require sponsorship for employment visa status (e.g., H-B1 status)? Yes _____ No _____

Job(s) applied for: _____ Rate of pay expected \$ _____
\$ _____

How did you learn of this opening? _____

Do you want to work: Full-Time _____ or Part-Time _____

If hired, on what date will you be available to start work? _____

Special skills and/or qualifications _____

Have you worked for us before? _____ If yes, when? _____

Can you, with or without accommodation, perform the essential functions of the job(s) for which you have applied?

Yes _____ No _____

If no, please identify those essential functions which you are not able to perform.

Have you ever been convicted of a crime? Yes _____ No _____

If so, please describe fully the criminal conviction(s), listing the nature of the offense, the year of the offense, and your rehabilitation since the conviction(s). (A conviction record will not necessarily be a bar to employment). **Youthful offender adjudication or certain sealed convictions (under Criminal Procedure Law Sec. 160.55) are inapplicable to this question.**

EDUCATIONAL BACKGROUND

High School		Address		Course	
College	Address	Dates Attended	Graduated	Course	
Post Graduate	Address	Dates Attended	Graduated	Course	
Business or Trade	Address	Dates Attended	Graduated	Course	
Other	Address	Dates Attended	Graduated	Course	

REFERENCES
(Business References Preferred)

NAME AND TITLE	ADDRESS	PHONE NUMBER
1.		
2.		
3.		
4.		
5.		

EMPLOYMENT HISTORY

List below all present and past employment, beginning with your most recent

Company Name and Address	Date Employed Month Year	Position Title and Supervisor's Name	Reason for Leaving
Name	From		
Address	To		
Name	From		
Address	To		
Name	From		
Address	To		
Name	From		
Address	To		

May we contact the employers listed above? _____ If not, indicate which one(s) you do not wish us to contact _____

**PLEASE READ CAREFULLY
APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements or material omissions on this application shall be considered sufficient cause for dismissal.

I further understand that neither this application, nor any other communications by a management representative, is intended to, in any way, create a contract of permanent employment or employment for any specific period of time. My employment may be terminated at will by either Maryknoll or myself.

I hereby authorize Maryknoll to investigate my record with my former employer(s) and references, and release Maryknoll and informants from all liability resulting from such an investigation. I further understand that any offer of employment is conditioned upon receipt of satisfactory references and in some instances, satisfactory completion of a physical exam.

_____ Date

_____ Signature of Applicant

REFERENCE RELEASE FORM

**Applicant, please sign and date top portion of this form
Don not complete bottom portion**

I have applied for employment with Maryknoll Fathers and Brothers and have listed you as a reference. Please provide answers to the following questions and return this form to Human Resources in the enclosed envelope. By this authorization, I hereby release you from any liability or action based upon the content of your answers.

Thank you for your cooperation and assistance.

Sincerely yours,

Dated _____

Applicant's Name _____

Dates in your employ: From _____ To _____

Position Held _____

Is the information listed above correct? Yes _____ No _____ If no, please supply the correct information below.

Why did applicant leave your employ? _____

Would you re-employ? Yes _____ No _____ If no, why not? _____

Please rate applicant on the following characteristics:

Poor Fair Average Very Good Excellent

Quality of Work _____

Quality of Work _____

Attendance _____

Dependability _____

Cooperativeness _____

Date _____ Signed _____
Title _____

