



# Villa St. Benedict

1920 Maple Avenue ~ Lisle, IL 60532-2179  
630-725-7000

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Applicants will receive consideration for employment without regard to any protected personal characteristic, including, but not limited to race, color, creed, religion, national origin, sex, disability, age, marital or veteran status, sexual orientation and status with regard to public assistance or any other personal characteristic protected by federal, state or local law.

Applications are kept on file for a minimum of one (1) year. You may update your application upon request. Applications will be considered at the time of receipt. If you wish to update your application or request additional consideration, you must contact Villa St. Benedict's Human Resources Department.

This application must be completed in its entirety. Partial or incomplete applications may be cause for eliminating an applicant from consideration. A resume may be attached to the application but it will not substitute for completing the application.

### PLEASE PRINT IN INK

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
Last First Middle

HAVE YOU EVER WORKED UNDER ANOTHER NAME?  YES  NO IF YES, GIVE NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

HOME PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

### TYPE OF WORK

TYPE OF WORK OR POSITION DESIRED: _____ DATE AVAILABLE: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (_____ hrs./week) <input type="checkbox"/> Temporary From _____ to _____ I prefer to work to work what shift (s): <input type="checkbox"/> First Shift <input type="checkbox"/> Second Shift <input type="checkbox"/> Third Shift <input type="checkbox"/> Any Shift SALARY DESIRED: _____
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### REFERRED BY

<input type="checkbox"/> Employment Agency <input type="checkbox"/> Ad (Name of Publication _____) <input type="checkbox"/> Current Staff Member _____ <input type="checkbox"/> Walk-in <input type="checkbox"/> Relative/Friend _____ <input type="checkbox"/> Internet (Name of Website) _____ <input type="checkbox"/> Other _____
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If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

If hired, you will be required to show that you are authorized to work in the U.S. and to furnish proof of this within 3 days of hire. Can you do this?  Yes  No

Have you ever filed an application with us before?  Yes  No If yes, give date \_\_\_\_\_

### PRIOR EMPLOYMENT WITH VILLA ST. BENEDICT

Have you been employed for Villa St. Benedict in the past? If yes, please complete the following: Dates : From _____ To _____ Position Held _____ Immediate Supervisor _____ Reason for Leaving _____
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## WORK EXPERIENCE

Indicate all work experience beginning with your current or most recent position. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status. Complete all sections. Provide dates of employment for jobs held in the last 10 years only. A resume providing this information may be attached as a supplement. We will contact all former employers for references.

Are you currently employed? Yes No      May we contact your present employer: Yes No      If not, why? \_\_\_\_\_

Employer	Telephone #: Fax or email:
Address	Supervisor Name: Supervisor Title:
Dates Employed: From _____ Ending _____ Job Title: _____	Final Salary \$ _____ per
Primary Job Duties	
Reason for Leaving	

Employer	Telephone #: Fax or email:
Address	Supervisor Name: Supervisor Title:
Dates Employed : From _____ Ending _____ Job Title: _____	Final Salary \$ _____ per
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Dates Employed : From _____ Ending _____ Job Title: _____	Final Salary \$ _____ per
Primary Job Duties	
Reason for Leaving	

## EDUCATION

Circle highest grade completed: 9 10 11 12 13 14 15 16	
High School Name/Location _____	Graduated Yes ____ No ____
College Name/Location _____	Degree Completed _____
Other Education (Schools, seminars, military): _____ _____ _____	

## LICENSE/CERTIFICATION

 Complete this section if a license/certification is required to perform the duties of the job for which you are applying.

Type License/Certification	State	Number	Expiration Date	

If you don't have the required license for this job, have you applied?  Yes  No

If an exam is required to obtain the required license, give scheduled date \_\_\_\_\_

If not licensed in this state, have you applied for reciprocity?  Yes  No

## SKILLS

 List any additional skills you have that add to your qualification for this position (for example, EMT or CPR training).

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## CRIMINAL RECORD

Have you been convicted of or plead guilty to a criminal offense in the last seven (7) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", state place of and nature of conviction: Date of Conviction: _____ Status of Probation: _____ Name of Probation Officer, if applicable: _____ Address: _____ Phone Number: _____ NOTE: A conviction does not mean automatic rejection for employment. If you are on probation, we will contact your Probation Officer for a reference. You are not obligated to disclose sealed or expunged records of conviction or arrest.
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## REFERENCES

 List professional references, other than relatives, that we may contact.

1. _____ Name _____ Relationship _____ _____ Phone _____ Email _____
2. _____ Name _____ Relationship _____ _____ Phone _____ Email _____
3. _____ Name _____ Relationship _____ _____ Phone _____ Email _____

Nothing in this application or in the hiring process is to be construed as constituting a guarantee of employment. Individuals are free to resign at any time, just as Villa St. Benedict is free to terminate employment at any time with or without cause or notice. While Villa St. Benedict reserves the right to change an employee's position, title, job responsibilities or compensation at any time, with or without cause or notice, the voluntary "at-will" employment relationship may not be modified by any oral or implied agreement. I agree that neither this application nor any personnel manual, which I may receive upon employment, is intended to be a contract of employment.

I agree that any offer of employment is conditioned on (i) verification of my right to work in the United States; and (ii) receipt of favorable references (as determined in the sole discretion of Villa St. Benedict). I agree that any offer of employment may also be conditioned on (i) demonstration of physical and mental ability to perform essential job functions (when a physical exam or testing is required for the job position, all applicants will be given the same testing.); (ii) passing a literacy examination or (iii) verification of any required license or registration and confirmation that no discipline, investigation or conditions will affect my ability to work under that license or the license of another, as determined in Villa St. Benedict's sole discretion.

**Authorizations:**

I authorize all employers, agencies and other individuals or entities possessing relevant information: to communicate freely with, and release information to, Villa St. Benedict or its representatives. A copy of this Employment Application form is valid for such authorization. I release Villa St. Benedict and all individuals or entities providing information to Villa St. Benedict from all claims or liabilities arising out of or related to such investigation or disclosure.

I authorize Villa St. Benedict to: (i) verify all statements contained in this Employment Application and any other information that I provide during the hiring process; (ii) make inquiries about my employment, education, military and criminal records; and (iii) obtain all other information it deems necessary in order to evaluate my application for employment.

I authorize Villa St. Benedict to obtain information on my driving record from any relevant state agencies, in the event that I am employed in a position where for the purpose of conducting Villa St. Benedict business I regularly use my personal vehicle or I am authorized to drive any vehicle that is owned, leased or rented by Villa St. Benedict.

**By signing below, I certify that all statements made by me in this Employment Application and all other information I will provide during the application process, are or will be, true and complete. I acknowledged that any misrepresentations, falsifications, or omissions may be cause to reject my application, or termination my employment if I am hired.**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_