



Application for Employment

*Sisters of St. Joseph of Northwestern Pennsylvania
is an Equal Opportunity Employer*

Date: _____ Have you previously applied for employment with the SSJ? Yes No Date Filed: _____

Last name _____ First name _____ Middle Initial _____

Street Address _____

City _____ State _____ ZIP _____ Telephone _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Verification and completion of Form I-9 must be completed no later than three business days after date of hire. Yes No

Position applied for _____ How did you hear of this opening? _____

Availability: Days (1st Shift)

Weekdays

Full Time

Evenings (2nd Shift)

Weekends

Part Time _____ Hours/Week

Nights (3rd Shift)

Per Diem

Were you previously employed by us? Yes No Dates of Employment: _____

Have you been convicted of a felony in the last 7 years? Note: This question does not apply to convictions which have been expunged, sealed, pardoned or otherwise exonerated or eradicated. A conviction record will not necessarily be a bar to employment. A conviction which is substantially related to the functions or qualifications of the positions(s) for which you are applying may be taken into consideration. Yes No

If yes, please describe the conviction, listing the nature of the offense and your rehabilitation since the conviction.

Education

Name of School	Location	Year	Major	Degree
High School				
College or University				
Post College				
Other Training				
Professional Registration or Licensure CPR Certified <input type="checkbox"/> Yes <input type="checkbox"/> No	Type	State	Number	Registration Date

If you are a minor, can you produce the work certificate necessary to obtain employment? Yes No

References (Not an Employer or Relative)

Name	Phone	Mailing Address	Occupation

Employment History (Start with most recent employer)

Company Name _____ Address _____ Phone _____

Position: _____ Starting Date _____ Leaving Date _____ Starting Wage _____ Ending Wage _____

Full Time Part Time May we contact? Yes No Name of Supervisor _____

Responsibilities _____

Reason for leaving _____

Sisters of St. Joseph of Northwestern Pennsylvania

Company Name _____	Address _____	Phone _____			
Position: _____	Starting Date _____	Leaving Date _____	Starting Wage _____	Ending Wage _____	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	May we contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of Supervisor _____
Responsibilities _____					
Reason for leaving _____					

Company Name _____	Address _____	Phone _____			
Position: _____	Starting Date _____	Leaving Date _____	Starting Wage _____	Ending Wage _____	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	May we contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of Supervisor _____
Responsibilities _____					
Reason for leaving _____					

Company Name _____	Address _____	Phone _____			
Position: _____	Starting Date _____	Leaving Date _____	Starting Wage _____	Ending Wage _____	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	May we contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of Supervisor _____
Responsibilities _____					
Reason for leaving _____					

Please Read Carefully and Initial Each Paragraph Before Signing

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment. Initials: _____

I understand, where permissible under state and local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment, and must meet the qualifications for the position with or without reasonable accommodation. _____

I understand that an offer of employment is conditioned upon complying with Sisters of St. Joseph of NW PA requirements, including, but not limited to, signing a Consent to Conduct a Background Check. _____

I hereby certify that the information given by me is true in all respects. I authorize Sisters of St. Joseph of NW PA and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and, to the extent permitted by law, release same from any liability resulting from the information released. I authorize employers, schools and other persons named on this application or as discussed in any interviews with the SSJ to provide any information or transcripts requested. _____

I understand employment with Sisters of St. Joseph of NW PA is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States. _____

If hired, I agree to conform to the policies, standards of conduct and rules of Sisters of St. Joseph of NW PA and I understand and agree that, if employed, my employment is based upon mutual consent, has no specific term and may be terminated at will, with or without cause, by either the Sisters of St. Joseph or myself without prior notice to the other, unless otherwise prohibited by law. I understand that no representation, whether oral or written, by any representative or agent of the Sisters of St. Joseph of NWPA, at any time can constitute an implied or expressed contract of employment. I further understand that no representative or agent of the SSJ has the authority to enter into an agreement for employment for any specified period of time or make any change in any policy, procedure, benefit or other terms or conditions of employment other than in a document signed by the Sisters of St. Joseph Leadership. _____

I certify that all of the above information is true and complete, and I understand that falsification or omission of information may result in denial of employment or, if hired, may result in termination regardless of the time lapse before discovery. _____

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Signature _____ Date _____

Sisters of St. Joseph of Northwestern Pennsylvania prohibits discrimination based on age, sex, race, color religion, creed, ancestry, national origin, disability or any other protected class as defined by current federal, state or local legislation.

SSJ is committed to complying with the Americans with Disabilities Act. Please make us aware of any reasonable accommodations we may provide for you during the application process.

Sisters of St. Joseph of Northwestern Pennsylvania

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Erie, Pennsylvania 16506
814-836-4100