



The Sisters of St. Francis of Philadelphia

600 Red Hill Rd, Aston, PA 19014
Phone: 610-459-4125 • Fax: 610-558-6133
osfphila.org

Application for Employment

Please print clearly on this Employment Application. The Sisters of St. Francis is an equal opportunity employer and does not discriminate in employment with regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status, or any other characteristic protected by law.

APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	TODAY'S DATE
MAILING ADDRESS			
HOME PHONE NUMBER	CELL PHONE NUMBER	EMAIL ADDRESS	
Have you worked here before?	Yes <input type="checkbox"/> or No <input type="checkbox"/>	If so, when?	
Are you 18 or older?	Yes <input type="checkbox"/> or No <input type="checkbox"/>	Are you a U.S. citizen?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Military service?	Yes <input type="checkbox"/> or No <input type="checkbox"/>	If yes, which branch?	

POSITION AVAILABLE

What position are you applying for?			
How did you learn of the available position?			
EMPLOYMENT TYPE DESIRED	HOURLY RATE DESIRED	SALARY DESIRED	AVAILABLE START DATE
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Occasional <input type="checkbox"/> Temporary <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights			

EDUCATION

SCHOOL NAME	LOCATION	YEARS ATTENDED	MAJOR & DEGREE EARNED

Name of License or Certification		License Number	Expiration Date
OTHER / APPLICABLE TRAINING/ SKILLS/ QUALIFICATIONS			

REFERENCES: References should not be friends or relatives but should be people you worked with such as a manager or supervisor.

NAME	COMPANY & POSITION	RELATIONSHIP	PHONE

EMPLOYMENT HISTORY

Present or Last Employer

EMPLOYER NAME	POSITION HELD	START DATE	END DATE
MAILING ADDRESS			
SUPERVISOR NAME	PHONE	EMAIL ADDRESS	
STARTING RATE OF PAY	ENDING RATE OF PAY	MAY WE CONTACT?	REASON FOR LEAVING
		Yes <input type="checkbox"/> or No <input type="checkbox"/>	

Previous Employer

EMPLOYER NAME	POSITION HELD	START DATE	END DATE
MAILING ADDRESS			
SUPERVISOR NAME	PHONE	EMAIL ADDRESS	
STARTING RATE OF PAY	ENDING RATE OF PAY	MAY WE CONTACT? Y or N	REASON FOR LEAVING
		Yes <input type="checkbox"/> or No <input type="checkbox"/>	

Previous Employer

EMPLOYER NAME	POSITION HELD	START DATE	END DATE
MAILING ADDRESS			
SUPERVISOR NAME	PHONE	EMAIL ADDRESS	
STARTING RATE OF PAY	ENDING RATE OF PAY	MAY WE CONTACT? Y or N	REASON FOR LEAVING
		Yes <input type="checkbox"/> or No <input type="checkbox"/>	

Previous Employer

EMPLOYER NAME	POSITION HELD	START DATE	END DATE
MAILING ADDRESS			
SUPERVISOR NAME	PHONE	EMAIL ADDRESS	
STARTING RATE OF PAY	ENDING RATE OF PAY	MAY WE CONTACT? Y or N	REASON FOR LEAVING
		Yes <input type="checkbox"/> or No <input type="checkbox"/>	

OTHER PERTINENT INFORMATION — Use the space below and at the top of the next page to summarize any additional information necessary to describe your qualifications for the position for which you are applying. Please explain any breaks in employment.

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PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

In exchange for the consideration of my job application by the Sisters of St. Francis of Philadelphia, herein referred to as SOSF, I agree to the following:

All candidates must provide proof of U.S. citizenship or authorization to work in the U.S. in accordance with the Immigration Reform and Control Act of 1986.

We reserve the right to test any job candidate for the presence of illegal drugs or alcohol as a condition of employment, or at any time after hire if management has cause to believe that the employee is working under the influence of these substances.

As a not-for-profit religious organization, the Sisters of St. Francis of Philadelphia are exempt from participating in Unemployment Compensation.

Nothing contained in any of our materials or any information distributed by the Sisters of St. Francis creates a contract of employment between an employee and the SOSF. Employment is on an at-will basis. This means that an employee is free to resign from employment at any time for any reason and the SOSF retains the same right for terminating employment. No statements to the contrary, written or verbal, made either before or during an individual's employment can change this. I also understand that the organization may change or revise its employee benefits, policies, or procedures at any time.

I also understand that my employment with the SOSF will be probationary for 90 days for clerical, service, support, and clinical positions and 180 days for professional, technical, administrative, and management positions. At any time during the introductory period or thereafter, my employment relationship with the SOSF is terminable at will for any reason by either party.

By signing below, I authorize all entities having information about me, including past and present employers (unless otherwise indicated), criminal justice agencies, department of motor vehicles, schools, and credit reporting agencies to release such information to the Human Resources representative of the Sisters of St. Francis of Philadelphia. Upon written request from me, as required by the Fair Credit Reporting Act, the organization will provide me with additional information concerning the nature and scope of any such report requested. This release will remain valid and in effect during the term of my employment. We reserve the right to run subsequent consumer reports and/or investigative consumer reports on an as-needed basis.

I certify that the information provided is accurate and correct to the best of my knowledge and, any misrepresentation or omission of facts on this Employment Application is sufficient to cause for rejection or dismissal of employment at any time without previous notice.

SIGNATURE

PRINTED NAME	SIGNATURE	DATE