



We never stop believing in children and their families.

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

8000 Brook Road
Richmond, Virginia 23227

phone: (804) 553-3200
fax: (804) 553-3259

(Please Print in Ink)

DATE: _____

Position Applying For: _____ Full Time _____ Part Time _____

PERSONAL DATA				
Name: _____ SSN: _____				
Last	First	Middle Initial		
Address: _____				
Street	City	State	Zip	
Phone Number: Home (____) _____ Work (____) _____ Cell (____) _____				
Email Address: _____				
Valid Driver's License: Yes _____ No _____ DMV Record attached: Yes _____ No _____				
At least 18 yrs. of Age: Yes _____ No _____ At least 21 yrs. of Age: Yes _____ No _____				
Are you eligible for employment in the United States? Yes _____ No _____				
Have you ever worked for St. Joseph's Villa? Yes _____ No _____				
If yes, what position? _____ From _____ To _____				
Have you ever worked for another social services agency? Yes _____ No _____				
Provide agency name, city and state: _____				
Do you have any friends or relatives employed by St. Joseph's Villa? Yes _____ No _____				
If yes, please identify _____				
Do you have any friends or relatives who are clients served by St. Joseph's Villa? Yes _____ No _____				
If yes, please identify _____				
Source of Referral: Villa Website _____ Other Website _____ Villa Employee _____ Other _____				

EDUCATION					
SCHOOL	NAME & LOCATION	FIELD OF STUDY	DATES ATTENDED	DID YOU GRADUATE?	DIPLOMA/ DEGREE RECEIVED
HIGH SCHOOL			N/A		
COLLEGE					
GRADUATE SCHOOL					

CERTIFICATIONS OR LICENSURE			
CERTIFICATION OR LICENSE	ISSUED BY	DATE ISSUED	EXPIRATION DATE

SPECIALIZED TRAINING (MANDT, CPR, FIRST AID, ETC.)			
TRAINING	ISSUED BY	DATE ISSUED	EXPIRATION DATE

EMPLOYMENT HISTORY (LIST PRESENT OR MOST RECENT EMPLOYER FIRST, INCLUDE MILITARY SERVICE)	
Name of Employer: _____ Address: _____ _____ Phone: () _____ Job Title: _____ Salary: Starting: \$ _____ per _____ Ending: \$ _____ per _____ Job Responsibilities: _____ _____ _____ Reason for Leaving: _____ Employer can be contacted for reference: Yes _____ No _____	Name of immediate supervisor: _____ Dates of employment: _____ to _____ Full Time _____ Part Time _____ Volunteer _____ Intern _____ Hours worked per week: _____

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Computer Software in which you are proficient: _____

List any interests, skills, honors, or other qualifications which would be helpful in considering your application:

Have you ever been:

1. Convicted of a violation of a misdemeanor or felony? Yes ___ No ___
2. Convicted of moving traffic violations - such as speeding, failure to yield right of way, or DUI – even if no time was served. Yes ___ No ___
3. Dismissed or requested to resign from a former position? Yes ___ No ___
4. Investigated by the Department of Social Services Child Protective Services Unit (CPS) for abuse or neglect with a result of “founded”? Yes ___ No ___

If the answer to any of these questions is “Yes”, please explain in detail. (A conviction will not necessarily exclude you from employment. Each conviction will be judged on its own merits with respect to the time, circumstances and seriousness. However, inaccurate or incomplete applications may result in your not being considered for employment or terminated after employment.)

Please initial that you have read and understand this: _____

PLEASE READ CAREFULLY AND SIGN BELOW

I certify that answers given herein are true and complete. I hereby grant St. Joseph’s Villa permission to investigate any of the facts or statements submitted by me, except where my written statement upon this form specifically requests that no investigation be made. I authorize the release of any and all information pertaining to me for this review. I understand this information is for use by St. Joseph’s Villa and will be safeguarded against unauthorized disclosure to any agency or individual not having a legitimate need for it and the authority for its release.

I understand that any misrepresentation of facts in this application will be considered just cause for dismissal at the discretion of the employer. In the event that I am employed, I understand that I am required to abide by the policies and procedures of St. Joseph’s Villa.

I understand that nothing in this application is intended to create a contract with the employee nor does it give the employee a right to continued or lifetime employment. I understand that, if employed by St. Joseph’s Villa, my employment is at will and may be terminated at any time for any reason by me or by St. Joseph’s Villa.

I understand that, in addition to other criteria as determined solely by St. Joseph's Villa, to be employed by St. Joseph's Villa, I must satisfactorily pass a drug screen, criminal background check, DMV record check, and be free of active tuberculosis.

SIGNATURE _____

DATE _____



ST. JOSEPH'S VILLA
FOR CHILDREN

We never stop believing in children and their families.

CONFIDENTIAL APPLICANT DATA SHEET

St. Joseph's Villa is an equal opportunity employer. We are committed to providing fair and equal treatment to our applicants and employees. As part of this ongoing commitment, we compile summary data about our applicants and report this data to governmental, licensing, and accrediting bodies as required. This Confidential Applicant Data Sheet is intended to help us collect this information.

All responses are completely voluntary and will be used for statistical analysis only. The information will not become a part of your application, and refusal to respond will not result in adverse treatment of any applicant.

Please complete the following:

Date: _____

Position applied for: _____

Gender: Male Female

Race: (Check one) White
 Black or African American
 Native Hawaiian or Pacific Islander
 Asian
 American Indian or Alaskan Native
 Two or more races

Disabled: Yes No

Vietnam Veteran: Yes No

EMPLOYMENT VERIFICATION/REFERENCE FORM

I have applied for a position with St. Joseph's Villa and would appreciate any information you may offer in regard to the items listed below. I understand that this information will not be provided to me. I also release St. Joseph's Villa and the respondent from any liability associated with action(s) taken in response to the information provided herein. Thank you for your response to this request.

Name of Applicant (Please print)

Position Applied For

Signature of Applicant

Date

****Please list references that we may contact on the other side of this form. Thank you.**

(For Employer use only)

Reference Contacted _____
Company _____
Relationship to Applicant _____
Phone Number _____

Dates of Employment _____
Position Held _____
Job Responsibilities _____

	Outstanding	Above Average	Satisfactory	Less Than Satisfactory	Unknown
Attendance/Punctuality					
Attitude/Enthusiasm					
Communication Skills					
Knowledge of Work					
Quality of Work					
Response to Supervision					

Would you rehire this person? Yes No If no, please state reason: _____

Additional Comments? _____

Signature of person completing reference

Date

PLEASE TURN OVER

Potential Employment/Professional References

Applicant's Name: _____

St. Joseph's Villa extends employment offers only after receiving responses from three (3) employment or professional references. For this reason, it is essential that you provide at least two working telephone numbers for each reference you list and that the telephone numbers you provide are accurate.

Reference #1:

Name _____
Company _____
Relationship to Applicant _____
Phone Numbers (Home) _____
(Work) _____
(Cell) _____

Reference #2:

Name _____
Company _____
Relationship to Applicant _____
Phone Numbers (Home) _____
(Work) _____
(Cell) _____

Reference #3:

Name _____
Company _____
Relationship to Applicant _____
Phone Numbers (Home) _____
(Work) _____
(Cell) _____

Reference #4:

Name _____
Company _____
Relationship to Applicant _____
Phone Numbers (Home) _____
(Work) _____
(Cell) _____

Reference #5:

Name _____
Company _____
Relationship to Applicant _____
Phone Numbers (Home) _____
(Work) _____
(Cell) _____

I have provided these names to St. Joseph's Villa to be used as my employment and/or professional references. I understand that references contacted by St. Joseph's Villa may not be limited to the list provided.

Signature of Applicant

Date