



Villa Sacred Heart | 1002 Railroad Street, Danville, PA 17821 | 570-275-3581
An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ City: _____

Zip: _____ State: _____ Today's Date: _____

Telephone: _____ Cell Phone: _____

Position applying for: _____

Job was posted for: Maria Hall, Inc. Sisters of Saints Cyril & Methodius

Availability:

- Full-Time
- Part-Time
- Per Diem

Shift Desired:

- Days
- Evenings
- Nights

Have you been employed by us previously? Yes No If yes, when? _____

Have you ever been employed by Maria Joseph Continuing Care Community?

Yes No If yes, when and at what building? _____

Do you have any relatives employed by the Sisters of Saints Cyril & Methodius or Maria Hall, Inc.?

Yes No If yes, please list their name(s) _____

If hired, when can you begin? _____

How did you hear about the job opportunity? _____

High School Diploma: Yes No or G.E.D: Yes No

Professional Licenses and/or Certificates: TYPE: _____ STATE ISSUED: _____

DATE: _____ NUMBER: _____

EDUCATION

SCHOOL NAME	SCHOOL ADDRESS	YEARS ATTENDED	MAJOR/COURSE OF STUDY	DEGREE/DIPLOMA RECEIVED

THREE PROFESSIONAL REFERENCES (References will need to complete a form prior to hiring.)

NAME	TITLE	PHONE	RELATIONSHIP	YEARS KNOWN

FORMER EMPLOYMENT (List most recent employer first.)

NAME OF EMPLOYER, ADDRESS & TELEPHONE	DATES EMPLOYED	JOB TITLE	REASON FOR LEAVING
Job Duties:			
NAME OF EMPLOYER, ADDRESS & TELEPHONE	DATES EMPLOYED	JOB TITLE	REASON FOR LEAVING
Job Duties:			
NAME OF EMPLOYER, ADDRESS & TELEPHONE	DATES EMPLOYED	JOB TITLE	REASON FOR LEAVING
Job Duties:			
NAME OF EMPLOYER, ADDRESS & TELEPHONE	DATES EMPLOYED	JOB TITLE	REASON FOR LEAVING
Job Duties:			

May we contact the professional references and employers listed above? Yes No

If you responded **No**, indicate which employer(s) and reason(s) you do not wish to have them contacted:



Villa Sacred Heart | 1002 Railroad Street, Danville, PA 17821 | 570-275-3581
An Equal Opportunity Employer

Please read carefully. Your signature indicates full acknowledgement.

The facts set forth above in my application for employment are true and complete. I have made no omissions or distortions of information on this application.

I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal and employment is at will, meaning that either the Sisters of Saints Cyril & Methodius/Maria Hall, Inc. or I, the employee, may terminate my employment with the Sisters of Saints Cyril & Methodius/Maria Hall, Inc. at any time for any reason. I also understand that employment in the position for which I have applied is contingent upon completion of acceptable background checks and pre-employment screenings.

I voluntarily and knowingly authorize any present or past employer or supervisor, college or university or other institution of learning, administrator, private business, military branch, personal reference, and/or other persons to give records or information they may have concerning my earnings history, character, and employment records or any other information requested to the Sisters of Saints Cyril & Methodius/Maria Hall, Inc. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. A photo copy or faxed copy of this authorization shall be as valid as the original.

I swear and affirm that all information provided is true and correct.

Applicant Signature

Date