



**PERSONAL INFORMATION cont'.**

11) Do you have friends or relatives working for St. Andrew's?    Yes    No    If yes, state name(s) and relationship:

Name/Relationship\_\_\_\_\_

Name/Relationship\_\_\_\_\_

**EMPLOYMENT HISTORY**

1) Have you ever applied for a job here before?    Yes    No    If yes, give date\_\_\_\_\_

2) Have you worked here before?    Yes    No    If yes, give date\_\_\_\_\_

3) Are you currently employed?    Yes    No    **If YES, complete #5 below**

4) May we contact your current employer?    Yes    No

**Current Employment**

**Name and Address of Employer (No Abbreviations)**

\_\_\_\_\_

Dates (From - To)	Position Title	Supervisor
_____	_____	_____

Reason for Leaving\_\_\_\_\_

**Previous Employment**

1) **Name and Address of Employer (No Abbreviations)**

\_\_\_\_\_

Dates (From - To)	Position Title	Supervisor
_____	_____	_____

Reason for Leaving\_\_\_\_\_

2) **Name and Address of Employer (No Abbreviations)**

\_\_\_\_\_

Dates (From - To)	Position Title	Supervisor
_____	_____	_____

Reason for Leaving\_\_\_\_\_

**EMPLOYMENT HISTORY cont'.**

**3) Name and Address of Employer (No Abbreviations)**

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Dates (From - To)	Position Title	Supervisor
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Reason for Leaving \_\_\_\_\_

**4) Name and Address of Employer (No Abbreviations)**

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Dates (From - To)	Position Title	Supervisor
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Reason for Leaving \_\_\_\_\_

**EDUCATION, TRAINING AND EXPERIENCE**

**1) List School Name, City, State (No Abbreviations):**

High School \_\_\_\_\_ Graduated Yes No

College/University School \_\_\_\_\_ Graduated Yes No

Degree/Diploma \_\_\_\_\_

Major/Emphasis or Concentration \_\_\_\_\_

Graduate Degree \_\_\_\_\_ Graduated Yes No

**2) Describe any specialized training (i.e. trade schools, etc.) certifications or apprenticeships you have had:**

\_\_\_\_\_

**3) Do you have a license or certifications for the job applied for? Yes No**

Name of License/Certification \_\_\_\_\_ Issuing state \_\_\_\_\_

License/Certification # \_\_\_\_\_

**4) List Computer Skills and Software Experience:**

\_\_\_\_\_  
\_\_\_\_\_

**5) Employment-Related Education Courses: Currently Enrolled: Date Completed:**

\_\_\_\_\_  
\_\_\_\_\_

**BUSINESS REFERENCES**

List below two persons *not related* to you who have knowledge of your work performance within the last three years:

Name and Address:	Company:	Phone Number:	Years
Known:			
1) _____	_____	_____	_____
_____			
2) _____	_____	_____	_____
_____			

**PERSONAL REFERENCES**

List below two persons *not related* to you who have knowledge of your work performance within the last three years.

Name and Address:	Company:	Phone Number:	Years
Known:			
1) _____	_____	_____	_____
_____			
2) _____	_____	_____	_____
_____			

**Please read carefully, initial each paragraph and sign below:**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize St. Andrew's to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further authorize the references I have listed to disclose to St. Andrew's any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release St. Andrew's, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any related to such investigation or disclosure.

I understand that nothing contained in the application, or conveyed during my interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and St. Andrew's and that employment is at-will. In addition, I understand and agree that if I am employed my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or St. Andrew's, and that no promises or representations contrary to the foregoing are binding on St. Andrew's unless made in writing and signed by me and St. Andrew's designated representative.

If I receive an offer of employment and accept such offer, I understand that I will be required to abide by all policies set forth in the current Employee Handbook and any future revisions.

**I HAVE READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF.**

Signature of Applicant	Print Name	Date
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Please send completed form and resume to Gwen Reinauer, Director of Human Resources, 949.574.2228 or email [careers@sapres.org](mailto:careers@sapres.org).