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| *We provide material and spiritual charity*  *and work for social justice for all people.* | A close up of a sign  Description automatically generated | Employment Application | St. Vincent de Paul Juneau  8617 Teal Street, Juneau, AK 99801  (907) 789-5535  [info@svdpjuneau.org](mailto:info@svdpjuneau.org)  svdpjuneau.org |

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| **Applicant** | | | | | **Date** |
| **Physical address** | | | **Mailing address** (if different) | |
| **Home phone** | **Cell phone** | | **Email** | |
| **Applying for** (if more than one, select all that apply | | | | |
| Administration  Housing Department  Maintenance Department  Community Navigation  St. Vincent Store | | Sobering Center  Cold Weather Emergency Shelter  Other (specify):  Specific position (if known): | | |
| **General employment questions**  U.S. citizen or alien authorized to work in the United States.  18 years of age or older.  Currently employed.  If currently employed, you may contact my current employer.  Previously worked for St. Vincent de Paul Juneau. If checked, when and position.  Convicted of a felony. If checked, provide brief explanation. | | | | |
| **Why are you interested in working for St. Vincent de Paul?** (and this department / position, if applicable) | | | | |
| **What skills and training can you bring to this department / position?** (if applicable) | | | | |

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| **Employment history**  List all work experience beginning with your current or most recent job. Include any experience (i.e., military or volunteer) that you would like to have considered as part of your qualifications for the department(s) / position (s) you are applying for. Add additional pages as necessary.  Resume attached (you may skip re-entering employment history) | | | |
| **Employer** | | **Position** | |
| **Address** | **Details of employment**  Start date­­ \_\_\_\_/\_\_\_\_/\_\_\_\_ End date­­ \_\_\_\_/\_\_\_\_/\_\_\_\_  current position  full-time  part-time  Final pay rate $\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_  Reason for leaving  resigned  terminated  laid-off | | |
| **Supervisor** (reference check)  *You may contact.* | **Phone** | | **Email** |
| **Position description** | | | |
| **Employer** | | **Position** | |
| **Address** | **Details of employment**  Start date­­ \_\_\_\_/\_\_\_\_/\_\_\_\_ End date­­ \_\_\_\_/\_\_\_\_/\_\_\_\_  current position  full-time  part-time  Final pay rate $\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_  Reason for leaving  resigned  terminated  laid-off | | |
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| **Employer** | | **Position** | |
| **Address** | **Details of employment**  Start date­­ \_\_\_\_/\_\_\_\_/\_\_\_\_ End date­­ \_\_\_\_/\_\_\_\_/\_\_\_\_  current position  full-time  part-time  Final pay rate $\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_  Reason for leaving  resigned  terminated  laid-off | | |
| **Supervisor** (reference check)  *You may contact.* | **Phone** | | **Email** |
| **Position description** | | | |

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| **Education**  List your education. Add additional pages as necessary.  Resume attached (you may skip re-entering education.) | | | | |
| **High school and location** (list all attended) | | **Grade completed** | | graduated  GED  graduation expected  date \_\_\_\_/\_\_\_\_/\_\_\_\_ |
| **College** | | **Degree(s) and date** | | **Major** |
| **Graduate school** | | **Degree(s) and date** | | **Field of Study** |
| **Vacation or trade school** | | **Certificate(s) and date** | | **Specialties** |
| **Professional licenses and certifications**  Resume attached (you may skip re-entering.) | | | | |
| **Professional organizations**  Resume attached (you may skip re-entering.) | | | | |
| **References**  Provide three references.  Resume attached (you may skip re-entering references.) | | | | |
| **Business or professional reference**  Phone: ( ) | **Business or professional reference**  Phone: ( ) | | **Personal reference**  Phone: ( ) | |
| **Terms and conditions of submission of employment application**  St. Vincent de Paul Society Diocesan Council of Southeast Alaska, Inc. (SVdP) is an equal opportunity employer and does not discriminate on the basis of gender, age, race and color, religion, marital status, national origin disability or veteran status. Interviews are given on a competitive basis, using job-related factors, after an application has been received. Not everyone who applies for a vacant position will be interviewed. I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any misrepresentation or material omission on this application may result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to SVdP may result in immediate termination of my position. I authorize previous employers and supervisors to supply SVdP with any and all information regarding my previous employment with the exceptions noted above. I understand that consideration for employment in this position is contingent upon the results of reference checking and background check for specific job classifications where appropriate. In consideration of my employment, I will be required agree to the employment policies and procedures of SVdP, which may be changed, modified, eliminated or added to at any time at SVdP’s sole discretion and without prior notice. If employed by SVdP, such employment is “at-will” and can be terminated at any time, with or without cause and with or without notice, at the option of either SVdP or myself. | | | | |
| **Applicant signature** | | | | **Date** |