UNIVERSITY of SAINT MARY

EMPLOYMENT APPLICATION

Applicant Information

Full Name: _____ Date: _____

Last *First* *M.I.*

Address: _____

Street Address *Apartment/Unit #*

_____

City *State* *ZIP Code*

Phone: ( ) Cell Phone: ( ) E-mail _____

Date Available: Social Security No.: Desired Salary: $

Position Title*: Shift: Days ☐ Nights ☐ Full Time: ☐ Part Time: ☐

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when?

Do you have any relatives working for this company? If yes, who? YES ☐ NO ☐ How did you hear about this position?

If you have worked under any other name please provide those name(s):

Have you ever been convicted of a felony? YES ☐ NO ☐ If Yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES ☐ NO ☐ Degree:

College: Address:

From: To: Did you graduate? YES ☐ NO ☐ Degree:

Other: Address:

From: To: Did you graduate? YES ☐ NO ☐ Degree:

Other job related training/certifications/licenses:

*-Employment applications will only be accepted for current open positions as listed online at www.stmary.edu/hr

Please provide a complete listing of your employment history below:

Previous Employment

Company: Phone: ( )

Address: Supervisor:

Job Title: Starting Salary: $ Ending Salary: $

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: Phone: ( )

Address: Supervisor:

Job Title: Starting Salary: $ Ending Salary: $

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: Phone: ( )

Address: Supervisor:

Job Title: Starting Salary: $ Ending Salary: $

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: Phone: ( )

Address: Supervisor:

Job Title: Starting Salary: $ Ending Salary: $

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

References

Please list three professional references.
Please do not use relatives as references

Full Name: Relationship:

Company: Phone: ( )

Address:

Full Name: Relationship:

Company: Phone: ( )

Address:

Full Name: Relationship:

Company: Phone: ( )

Address:

Recruitment Source

Please let us know how you heard about this position:

☐ www.stmary.edu/hr ☐USM Job Alert ☐ USM Twitter ☐ LinkedIn ☐ CareerBuilder ☐ Kansas City Star

☐Leavenworth Times ☐ Chronicle of Higher Education ☐ Other (please specify): _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that any misrepresentation or omission of a fact on my application, CV, resume or during the interview or hiring process may result in the refusal of employment, or if employed, immediate termination from employment. By signing this application, I give the University of Saint Mary the right to conduct a check of my background.

Signature: Date:

Please mail completed application to:
Human Resources
University of Saint Mary
4100 South 4th Street
Leavenworth, KS 66048

Or email to:
hr@stmary.edu

Or fax to:
913-758-4330

Applications* may be delivered on-site, during regular business hours, to:
Business Office, Mead 208
University of Saint Mary
4100 South 4th Street
Leavenworth, KS 66048

*Applications will not be accepted by the hiring department.

An Equal Opportunity Employer