



# Saint Margaret Hall

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

**PLEASE PRINT**

Positions applied for: _____		Date of Application _____	
How did you learn about us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Other: _____	
Last Name		First Name	Middle Name
Address		City	State Zip Code
Telephone Number/Mobile Number		Social Security Number	

Have you ever filed an application with us before? If Yes, give date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed with us before? If Yes, give date	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any of your friends or relatives work here? If Yes, state name and relationship	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are under 18 years of age, can you provide required proof of your eligibility to work (work certificate)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date available for work ___ / ___ / ___	What is your desired salary range?
Are you available to work:	<input type="checkbox"/> Full time (please indicate 1 2 3 shift)
<input type="checkbox"/> Weekends Only	<input type="checkbox"/> Part time (Please indicate Mornings Afternoon Evenings)
<input type="checkbox"/> Temporary	(Please indicate dates available ___ / ___ To ___ / ___)
Have you been convicted of a misdemeanor or felony? (Conviction will not necessarily disqualify applicant from employment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain: _____	
_____	

*St. Margaret Hall is a Drug Free Work Place*

## EDUCATION

School	Name and Address of School	Course of Study	Did You Graduate?
High School			
College/University			
Graduate School			
Other (Specify)			

## WORK EXPERIENCE

Total number of years worked as a nurse?

Employer	Dates Employed		Work Performed
Address			
City, State, Zip Code	From	To	
Telephone			
Job Title	Hourly Rate		
Supervisor			
Reason for Leaving	Starting	Final	

Employer	Dates Employed		Work Performed
Address			
City, State, Zip Code	From	To	
Telephone			
Job Title	Hourly Rate		
Supervisor			
Reason for Leaving	Starting	Final	

Employer	Dates Employed		Work Performed
Address			
City, State, Zip Code	From	To	
Telephone			
Job Title	Hourly Rate		
Supervisor			
Reason for Leaving	Starting	Final	

**PROFESSIONAL REFERENCES** *Include former supervisors, instructors or co-workers.*

Name and Occupation	Phone Number	Address (Provide complete address)	Zip Code

**LICENSE OR CERTIFICATIONS** *Including Registered Nurse, Licensed Practical Nurse, and Social Worker*

Profession	License Number	Expiration Date	Licensing State

**SPECIALIZED SKILLS**

- Word Processing
- Restorative Nursing
- Beginning/Advanced Activities Course
- Spreadsheet software
- MDS
- Typewriter
- Infection Control

*Summarize special job-related skills and training's acquired from previous employment or experience.*

**APPLICANTS STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I authorize Saint Margaret Hall to conduct physical examinations, drug screening tests, and police investigations as a condition of employment and continued employment. I understand that employment is conditioned upon successful completion of the tests.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Saint Margaret Hall.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## CRIMINAL RECORDS CHECK

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Saint Margaret Hall conducts a criminal records check on all applicants who are offered a position. In the event a records check indicates the applicant has been convicted of or pleaded guilty to any of the following offenses, the applicant may be disqualified for employment at Saint Margaret Hall.

2903.01	Aggravated Murder	2911.02	Robbery
2903.02	Murder	2911.11	Aggravated Burglary
2903.03	Voluntary Manslaughter	2911.12	Burglary
2903.04	Involuntary Manslaughter	2911.13	Breaking And Entering
2903.11	Felonious Assault	2913.02	Theft, Aggravated Theft
2903.12	Aggravated Assault	2913.03	Unauthorized Use Of A Vehicle
2903.13	Assault	2913.04	Unauthorized Use Of Property; Unauthorized Access To Computer Systems
2903.16	Failing To Provide For A Functionally Impaired Person	2913.11	Passing Bad Checks
2903.21	Aggravated Menacing	2913.21	Misuse Of Credit Cards
2903.34	Patient Abuse Or Neglect	2913.31	Forgery; Identification Card Offenses
2905.01	Kidnaping	2913.40	Medicaid Fraud
2905.02	Abduction	2913.43	Securing Writings By Deception
2905.11	Extortion	2913.47	Insurance Fraud
2905.12	Coercion	2913.51	Receiving Stolen Property
2907.02	Rape	2919.25	Domestic Violence
2907.03	Sexual Battery	2921.36	Illegal Conveyance Of Weapons or Prohibited Items onto Grounds Of Detention Facility or Institution
2907.05	Gross Sexual Imposition	2923.12	Carrying Concealed Weapons
2907.06	Sexual Imposition	2923.13	Having Weapons While Under Disability
2907.07	Importuning	2923.161	Improperly Discharging Firearm At Or Into Habitation Or School
2907.08	Voyeurism	2925.02	Corrupting Another With Drugs
2907.09	Public Indecency	2925.03	Trafficking in Drugs
2907.12	Felonious Sexual Penetration	2925.11	Possession of Drug
2907.25	Prostitution	2925.13	Permitting Drug Abuse
2907.31	Disseminating Matter Harmful To Juveniles	2925.22	Deception To Obtain A Dangerous Drug
2907.32	Pandering Obscenity	2925.23	Illegal Processing Drug Document
2907.321	Pandering Obscenity Involving A Minor	3716.11	Placing Harmful Objects In Food Or Confection
2907.322	Pandering Sexually Oriented Matter Involving A Minor		
2907.323	Illegal Use Of A Minor In Nudity-Oriented Material/ Performance		
2911.01	Aggravated Robbery		

Revised 1/2011

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