



# Employment Application

“An Equal Opportunity Employer”

PERSONAL INFORMATION			
Last Name	First	Middle Initial	Primary Phone Number ( )
Address	City	State	Zip Code
Alternate Phone Number ( )			
Other Name(s) Used (for prior employment or school)		E-Mail Address	
Would you work <input type="checkbox"/> FT or <input type="checkbox"/> PT (please check)		Date Available	Salary Desired
Position Applying For:			
Have you ever interviewed with Santa Marta or its affiliates? If yes, list date(s), job title(s) & location(s)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been employed with Santa Marta or its affiliates before? If yes, list date(s), job title(s) & location(s)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please list relatives working here:			
How did you hear about this position?		Referred by: Is this an associate of Santa Marta? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a crime? If so, please describe fully the criminal conviction(s) listing the nature and date of the offense below: (A conviction record will not necessarily be a bar to employment. Do not list any convictions where the records have been expunged or sealed.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you 18 years of age or older? If no, Santa Marta requires employees to be at least 16 years of age or older. Are you 16 years of age or older?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, can you prove you are a U.S. citizen or otherwise legally permitted to work in the United States?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

EDUCATION			
School level	School Name & Address	Years Completed	Course of Study
High School		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
Trade School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Graduate School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Other Special Knowledge, Skills or Qualifications:			

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## EMPLOYMENT HISTORY

Please list employments for the last seven years, starting with the most recent position. All information must be completed.

<b>❶</b> Company Name & Address	Was this through a Temp Agency? If so who?
Names Used During Employment	Telephone ( )
Job Title	Employed (Month & Year) From            To
Name of Manager	Compensation Start            Last
Description of Your Work	Reason for Leaving
<b>May we contact your present employer? (check one)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>❷</b> Company Name & Address	Was this through a Temp Agency? If so who?
Names Used During Employment	Telephone ( )
Job Title	Employed (Month & Year) From            To
Name of Manager	Compensation Start            Last
Description of Your Work	Reason for Leaving
<b>❸</b> Company Name & Address	Was this through a Temp Agency? If so who?
Names Used During Employment	Telephone ( )
Job Title	Employed (Month & Year) From            To
Name of Manager	Compensation Start            Last
Description of Your Work	Reason for Leaving
<b>❹</b> Company Name & Address	Was this through a Temp Agency? If so who?
Names Used During Employment	Telephone ( )
Job Title	Employed (Month & Year) From            To
Name of Manager	Compensation Start            Last
Description of Your Work	Reason for Leaving

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**PROFESSIONAL REFERENCES**

Please provide name, address and telephone number of references who are not related to you.

Name	Address	Phone	Years Known	Occupation

**ADDITIONAL INFORMATION**

List memberships in professional and civic organizations, special accomplishments, awards, etc. (Exclude those which may disclose your race, color, religion, age or national origin)

Santa Marta is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, or physical or mental disability. In compliance with the American with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below I verify that the information that I provide on this application and in any interview is true and complete. I understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in the application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Company to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. I also authorize the Company to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

This application is not an employment agreement. If I accept an offer of employment I understand I may resign at any time, and the employer may terminate my employment at any time with or without cause and without prior notice, unless required by law.

This application for employment will be considered active for a period of 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I fully understand and accept all terms and conditions in the above statement.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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