

BENEDICTINE SCHOOLS

OF RICHMOND

APPLICATION FOR EMPLOYMENT

Lay and Religious Employees

Benedictine Schools ("Company") considers all applicants for positions without regard to race, color, national origin, age, marital or veteran status, handicap or medical condition, religion, sex, status, except where such is a bona fide occupational qualification for the position sought.

Notice to Applicant: This application, unless rejected, shall be active for a period of 60 days from the application date, unless updated by the applicant.

1. Position Type:	<input type="checkbox"/>	Full time	<input type="checkbox"/>	Part time
2. Position Applied For:				
3. Name:				
<i>Last, First, Middle Initial</i>				
4. <input type="checkbox"/> Lay <input type="checkbox"/> Sr. <input type="checkbox"/> Br. <input type="checkbox"/> Fr.			5 SSN: - -	
6. Address:			City/State/Zip Code	
<i>Number/Street Address</i>				
7. Telephone #: (h) Telephone #: (other)			Email Address:	
8. Earliest date available for employment:				
9. Are you over 18 and legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever worked for this Benedictine Society, Benedictine College Prep, Benedictine High School or Catholic Diocese of Richmond?				
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate last date, position, location, and supervisor:				
10. Have you ever plead guilty or no contest to, or been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No				
11. Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? <input type="checkbox"/> Yes <input type="checkbox"/> No				
• If yes , please provide the date(s) and explain so that individual circumstances can be considered.				
12. Have you ever been charged with, accused of, or convicted of child abuse or sexual abuse? <input type="checkbox"/> Yes <input type="checkbox"/> No				
• If yes , please provide the date(s) and explain so that individual circumstances can be considered.				
13. Have you ever initiated an act of violence in the workplace? <input type="checkbox"/> Yes <input type="checkbox"/> No				
• If yes , please provide the date(s) and explain so that individual circumstances can be considered.				

14. Do you have a valid driver's license: Yes No

- Explain any moving traffic violation convictions during the past four years:

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

Please initial that you have read and agree.

WORK HISTORY: Provide requested information beginning with most recent employment.

1. Job Title:	Dates: From: To:	
Name and Address of Employer:	Name, Title, and Phone Number of Supervisor:	
	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Leaving:	Beginning Salary: \$ per	Ending Salary: \$ per
Description of Work:		
What will this employer say was the reason your employment terminated?		
How much notice did you give when resigning?		

2. Job Title:	Dates: From: To:	
Name and Address of Employer:	Name, Title, and Phone Number of Supervisor:	
	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Leaving:	Beginning Salary: \$ per	Ending Salary: \$ per
Description of Work:		
What will this employer say was the reason your employment terminated?		
How much notice did you give when resigning?		

3. Job Title:	Dates: From: To:	
Name and Address of Employer:	Name, Title, and Phone Number of Supervisor:	
	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Leaving:	Beginning Salary: \$ per	Ending Salary: \$ per
Description of Work:		
What will this employer say was the reason your employment terminated?		
How much notice did you give when resigning?		

Please explain in full all gaps in your employment history in excess of one month

EDUCATION/QUALIFICATIONS/SKILLS

1. Check the highest grade completed: Did not complete high school High School College Advance Degree

Education	School Name and Location	Course of Study	Graduate?	# of years completed	Degree / Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Bus. /Tech / Trade or Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No		

2. Other relevant education or training: .

3. List any skills (including computer skills) or abilities which are relevant to your consideration for the position.

4. If applying for a teaching position, do you hold a current state teaching certificate? Yes No

• If yes: State: Expiration Date: Endorsements: Type:

5. Catholic in Good Standing. If the position requires (see position description) that the candidate be a Catholic in good standing, please furnish the name, title and address of an individual (e.g., a pastor) who can verify your standing in the Catholic Church.

Name:	Title:	Address:
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Have you ever been terminated or asked to resign from any job? Yes No
 Has your employment ever been terminated by mutual agreement? Yes No
 Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered yes to any of the above three questions, please explain the circumstances of each occasion.

***Please attach additional pages if needed.**

PERSONAL REFERENCES

Please provide the name, relationship, phone number, and address of three persons we could contact about you (no relatives):

1.Name:	Relationship:	Phone Number:	Address:
2.Name:	Relationship:	Phone Number:	Address:
3.Name:	Relationship:	Phone Number:	Address:

CRIMINAL RECORDS CHECK

Applicants for school positions. this includes Daycare or Childcare positions. The undersigned applicant, if a candidate for any school position, understands that any offer of employment shall be conditioned on receipt of a "Qualified" report resulting from the Central Criminal Records Exchange of the Virginia State Police and the FBI criminal history records required by *Va. Code Ann. §§19.2-389 and 22.1-296.3*. In addition, a Search of the Central Registry of Child Protective Services of the Department of Social Services will be conducted. By making this application, I consent to such a review.

Signature: _____ Date: _____

I authorize the Company or its agents to confirm all statements contained in this application and / or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, or local law, any party delivering information to the Company or its duly authorized representative pursuant to the authorization. I hereby release from liability the Company and its representative seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States for this Company.

ALL APPLICANTS MUST SIGN:

I hereby certify (and consent to verification with appropriate individuals or organizations) that all entries made on pages 1 through 4 of this application above and any attachments related thereto are true and complete. I understand that any falsification of information (by omission or commission) may, at anytime, without notice, at the discretion of the Company, cause termination of my application, or, if already employed by the Company, my employment.

Signature of Applicant _____ Date: _____