

# St. Ignatius Loyola Academy

## Application for Employment

St. Ignatius Loyola Academy is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application will be used for the purpose of limiting or excluding from consideration for employment on a basis prohibited by local, state, or federal law. Equal opportunity for and in employment, services and programs is available to all qualified persons. Those applicants requiring reasonable accommodation to complete the application and/or interview process should notify the immediate supervisor.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Social Security \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes \_\_\_\_ No \_\_\_\_

Date you are able to start work: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

Have you ever been convicted of and/or charged with any offense, including the sexual molestation, physical or sexual abuse, or rape of a child?

Yes \_\_\_\_ No \_\_\_\_

If "yes," please describe the circumstances fully (including the charge, jurisdiction and court involved, the disposition of the charge, and include all pending charges and criminal dispositions, including probations before judgment and pleas of guilty or *nolo contendere*) here:

\_\_\_\_\_  
\_\_\_\_\_

**Criminal history will not automatically bar employment. We do a full criminal background check, which will include fingerprinting.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Please provide the following employment information for the past four employers starting with the most recent.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_

Position held and duties performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_

Position held and duties performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_

Position held and duties performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Application for Employment

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_

Position held and duties performed \_\_\_\_\_

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Education	Name & Location	Major	Degree Earned
Secondary	_____		
College	_____		
Graduate	_____		
Other	_____		

Please list the name, organization, and phone numbers of three (3) professional references and one (1) personal reference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

You must arrange to have all college and graduate school transcripts sent to the principal of the Academy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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I hereby authorize St. Ignatius Loyola Academy to contact, obtain and verify the accuracy of information contained in this application from all previous employers, educational institutions, courts and government authorities and references. I also hereby release from liability St. Ignatius Loyola Academy and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate termination of employment if I am employed, whenever it may be discovered.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment. Also, any offer of employment is contingent upon a successful completion of a background check, including a criminal background check.

If I am employed by St. Ignatius Loyola Academy, I understand that I will be placed on a 90-day introductory period which could be extended if deemed necessary by the employer.

I hereby certify that the information on this application is true and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

I have reviewed the above polygraph notice:

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Date