



ST. ANN'S ACADEMY

Inspiring Achievement; Instilling Faith

41 Genesee Street. Hornell, NY 14843
607-281-1010

www.saacademy.org

EMPLOYMENT APPLICATION

St. Ann's Academy is an equal opportunity employer. Consideration for employment will be given without regard to race, creed, color, sex, sexual orientation, age, national origin, marital status, or handicap.

NAME _____ **DATE** _____
Last First Middle

ADDRESS _____ **CITY** _____ **ZIP** _____

PHONE NUMBER _____ **EMAIL ADDRESS** _____

Please check box of interest:

Teacher Aide Substitute Other: _____

Do you hold a NYS teaching Certification? If so which one _____

Work Experience:

Begin with present or most recent employer. PLEASE NOTE: **This section must be filled out**

Employer ()	Telephone	<u>Dates Employed</u> From To _____	WORK PERFORMED
Address			
Job Title		<u>Hourly Rate/Salary</u> _____	
Supervisor			
Reason For Leaving			
Employer ()	Telephone	<u>Dates Employed</u> From To _____	WORK PERFORMED
Address			
Job Title		<u>Hourly Rate/Salary</u> _____	
Supervisor			
Reason For Leaving			

References:

List below 3 references.

<i>References</i>				
Name	Title	Address	Work Phone	Home Phone
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			()	()

Criminal Record:

Check appropriate box to the right of each question.

YES

NO

- a. Have you ever resigned from a position rather than face disciplinary action?
- b. Has any disciplinary action been brought against you which resulted in you being discharged from employment?
- c. Did you ever receive a discharge from Armed Forces of the United States which was other than "Honorable"?
- d. Have you ever been convicted of any crime (felony or misdemeanor)?
- e. Are you now under charges for any crime (felony or misdemeanor)?
- f. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges?

If you answered YES to any of the questions above, provide on a separate sheet the specifics or an explanation for the response. If you elect not to provide specifics, however, or if an explanation is insufficient, a confidential investigation will be initiated. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.

Note: All employees of schools are required by New York law to undergo a criminal history check.

If you desire, use the space below for any other information which you feel would further your candidacy:

Signature and Date