



NON-CLASSIFIED APPLICATION FOR AT-WILL EMPLOYMENT

Founded on the North Coast of California in 1912, St. Bernard's Academy provides a safe, Christ-centered, Catholic environment to a diverse population of students.

PERSONAL INFORMATION

Application Date	Social Security Number	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time		
Last Name	First Name	Middle Initial		
Present Address	City	State	Zip	Phone

POSITION APPLYING FOR: _____

EDUCATION

Undergraduate & Graduate Work			
<i>College/University & Location</i>	<i>Major/Minor</i>	<i>Dates of Attendance</i>	<i>Degree</i>

HIGH SCHOOL

<i>High School</i>	<i>Location</i>	<i>Dates of Attendance</i>	<i>Degree</i>

WORK EXPERIENCE

Employment (Please list most recent first)			
<i>Employer</i>	<i>Supervisor</i>	<i>Address, City/State, Zip</i>	<i>Phone</i>
<i>Employment Dates</i>		<i>Salary</i>	<i>Job Title & Duties</i>
<i>Employer</i>	<i>Supervisor</i>	<i>Address, City/State, Zip</i>	<i>Phone</i>
<i>Employment Dates</i>		<i>Salary</i>	<i>Job Title & Duties</i>
<i>Employer</i>	<i>Supervisor</i>	<i>Address, City/State, Zip</i>	<i>Phone</i>
<i>Employment Dates</i>		<i>Salary</i>	<i>Job Title & Duties</i>

REFERENCES

Three letters of recommendation are recommended: at least two of these must be professional references. It is the applicant’s responsibility to solicit these references and have them sent to St. Bernard’s Academy **with your application packet**.

Please list the persons from whom references have been requested:

Name	Position	Address, City/State, Zip	Phone

OTHER INFORMATION

1. Are you currently employed? Yes No
If so, may we contact your present employer? Yes No
2. Have you ever used another name? Yes No
3. Can you provide verification of your legal right to work in the United States? Yes No
4. Can you meet the specified work schedule, including travel and/or overtime? Yes No
5. Do you have any physical handicap that may limit your ability to perform this job? If yes, what accommodations are required? Yes No Accommodations: _____
6. Have you ever been convicted of a felony? Yes No
7. If you have applied or worked for SB before, please indicate when: _____

*Please, in an attached letter, state your reason for wanting to work in a **Catholic School**.

PLEASE ATTACH YOUR COVER LETTER, RESUME, AND RECOMMENDATION LETTER (S) TO THIS APPLICATION AND MAIL TO:

St. Bernard’s Academy
Attn: Gina Wright, Human Resources
222 Dollison Street
Eureka, CA 95501

I hereby grant permission to investigate any of the facts or statements submitted by me, except where my written statement specifically requests that no investigation be made. I understand that any misrepresentation of fact in this application will be considered just cause for dismissal by the employer.

Applicant’s Signature
Rev. 03/02/16 gw

Date