

EDUCATION

Highest Grade Completed

	Name of School	Location (City, State)	Diploma, Degree or Certificate Received
High School			
College			
Vocational or Business			

Have you ever been in the U.S. Armed Forces? Yes_____ No_____

Are you presently a member of the National Guard or Reserves? Yes_____ No_____

Have you ever plead guilty to, or been convicted of, any crime other than a misdemeanor or summary offense? Yes_____ No_____

If yes, please explain: _____

EMPLOYMENT RECORD (List last or present position first)

Present and Former Employers	Dates Employed	Position	Duties	Salary	Reason for Leaving BE SPECIFIC
Name _____ Address _____ Supervisor's Name _____ Phone _____	From: To:		_____ _____ _____		_____ _____ _____
Name _____ Address _____ Supervisor's Name _____ Phone _____	From: To:		_____ _____ _____		_____ _____ _____
Name _____ Address _____ Supervisor's Name _____ Phone _____	From: To:		_____ _____ _____		_____ _____ _____
Name _____ Address _____ Supervisor's Name _____ Phone _____	From: To:		_____ _____ _____		_____ _____ _____
Name _____ Address _____ Supervisor's Name _____ Phone _____	From: To:		_____ _____ _____		_____ _____ _____

In the past 10 years, please explain any gaps in the above employment record: _____

If your former employment references, education or military service are under a name other than indicated on front of this application, please indicate below:

Last

First

Middle

FOR ST. PAUL'S USE ONLY: DO NOT COMPLETE ANYTHING ON THIS PAGE

To: _____
Address: _____
Subject: Employment Record of: _____
Position Applied For: _____
Social Security Number: _____

The above person claims employment with you as a _____ for the period of _____ to _____. We would appreciate it if you would verify this claim and fill out the questionnaire below. This information will be held in strict confidence.

THANK YOU FOR YOUR ASSISTANCE!

Personnel Department - St. Paul's

Employed From _____ To _____

Position or Job Title _____

Work Record (check one):	Excellent	Good	Average	Fair	Poor
Quality of Work	_____	_____	_____	_____	_____
Capacity for Responsibility	_____	_____	_____	_____	_____
Thoroughness of Work	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Relationship with Others	_____	_____	_____	_____	_____
Loyalty	_____	_____	_____	_____	_____
Integrity	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Adaptability	_____	_____	_____	_____	_____

Supervision Required No _____ Yes _____ Most of the Time _____

Would you re-employ? Yes _____ No _____

If No, state reason: _____

Reason for leaving your employment? _____

Other Comments: _____

Information furnished by: Title: _____ Date: _____
Signature: _____

For St. Paul's use only:

Hire Date: _____
Rate: _____
Status: _____
Department: _____
Facility: _____
Position: _____
Active Date: _____

