



# Sacred Heart Southern Missions

## APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all people. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Referral Source:            Advertisement            Employee            Relative            Government Employee Agency  
   Walk-in                            Private Employee Agency                            Other: \_\_\_\_\_

Name of source (if applicable): \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Additional Phone Number: \_\_\_\_\_

Best time to contact you is ..... \_\_\_\_\_ AM    PM

May we contact you at work?..... Yes    No

    If yes, work number and best time to call..... \_\_\_\_\_ AM    PM

If you are under 18 and it is required, can you furnish a work permit?..... Yes    No

    If no, please explain: \_\_\_\_\_

Have you submitted an application here before?..... Yes    No

    If yes, give dates(s) and position(s): \_\_\_\_\_

Have you ever been employed here before? ..... Yes    No

    If yes, give date(s):..... From \_\_\_\_\_ To \_\_\_\_\_

Are you legally eligible for employment in this country?..... Yes    No

Date available for work: \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_ to \_\_\_\_\_

Type of employment desired:    Full-Time            Part-Time            Temporary            Seasonal            Educational Co-Op

Will you relocate if job requires it?            Yes            No            Will you travel if job requires it?            Yes    No

Are you able to meet the attendance requirements of the position?..... Yes    No

Will you work overtime if required?..... Yes    No

    If no, please explain: \_\_\_\_\_

Have you ever been bonded? ..... Yes    No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ..... Yes    No

    If yes, please provide date(s) and details: \_\_\_\_\_

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT.  
THE POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

According to the Mississippi Employment Security Act, any religious, charitable, education or other organization is excluded from the Federal Unemployment Tax Act under Section 3306(c)(8). Sacred Heart Southern Missions, Inc., is a 501(c)(3) organization, which means that as not-for-profit employer, Sacred Heart Southern Missions **is exempt by Federal and State Law from any unemployment compensation.** No employee, past or present, of the Sacred Heart Southern Missions is eligible to collect unemployment compensation benefits.

## EMPLOYMENT HISTORY

Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact for reference? Yes No  
Starting Job Title: \_\_\_\_\_ Final Job Title: \_\_\_\_\_  
Summarize the type of work performance and job responsibilities:  
\_\_\_\_\_  
Starting Hour Rate/Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Final Hour Rate/Salary: \$ \_\_\_\_\_ per \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact for reference? Yes No  
Starting Job Title: \_\_\_\_\_ Final Job Title: \_\_\_\_\_  
Summarize the type of work performance and job responsibilities:  
\_\_\_\_\_  
Starting Hour Rate/Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Final Hour Rate/Salary: \$ \_\_\_\_\_ per \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact for reference? Yes No  
Starting Job Title: \_\_\_\_\_ Final Job Title: \_\_\_\_\_  
Summarize the type of work performance and job responsibilities:  
\_\_\_\_\_  
Starting Hour Rate/Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Final Hour Rate/Salary: \$ \_\_\_\_\_ per \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Comments:** Including explanation of any gaps in employment:

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

### Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

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

### Educational Background (if job related)

- List last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Grade Point Average or Class Rank. **E.** Major field of study. **F.** Minor field of study (if applicable).

**A. School Name:** \_\_\_\_\_ **B. Number of Years Completed:** \_\_\_\_\_

**C. Degree Diploma:** \_\_\_\_\_ **D. GPA Class Rank:** \_\_\_\_\_ **E. Major:** \_\_\_\_\_ **F. Minor:** \_\_\_\_\_

**A. School Name:** \_\_\_\_\_ **B. Number of Years Completed:** \_\_\_\_\_

**C. Degree Diploma:** \_\_\_\_\_ **D. GPA Class Rank:** \_\_\_\_\_ **E. Major:** \_\_\_\_\_ **F. Minor:** \_\_\_\_\_

**A. School Name:** \_\_\_\_\_ **B. Number of Years Completed:** \_\_\_\_\_

**C. Degree Diploma:** \_\_\_\_\_ **D. GPA Class Rank:** \_\_\_\_\_ **E. Major:** \_\_\_\_\_ **F. Minor:** \_\_\_\_\_

### References

List names and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three schools or personal references that are not related to you.

**Name:** \_\_\_\_\_ **Telephone No.:** ( ) \_\_\_\_\_ **No. Yrs. Known:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Telephone No.:** ( ) \_\_\_\_\_ **No. Yrs. Known:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Telephone No.:** ( ) \_\_\_\_\_ **No. Yrs. Known:** \_\_\_\_\_

### Additional Information

List professional, trade business or civic associations and any offices held.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

**Organization:** \_\_\_\_\_ **Offices Held:** \_\_\_\_\_

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List special accomplishments, publications, awards, etc.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider:

## Application Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no questions on this application will be used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal laws. I understand and agree that upon a conditional offer of employment, as part of my employment application and consideration, I will consent to participate in the drug testing program as well as the Worthington Hurst & Associates' testing program if requested. I further understand and agree that the results of such testing will be used by Sacred Heart Southern Missions in its consideration of my employment application; or may be used by Sacred Heart Southern Missions to refuse to offer me employment; or to withdraw any offer of employment previously made. I understand that Sacred Heart Southern Missions does not require HIV screening as part of the general pre-employment or workplace physical examinations.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's Executive Director.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Sacred Heart Southern Missions, or otherwise change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director/Human Resource Manager of Sacred Heart Southern Missions. Both the undersigned and Sacred Heart Southern Missions may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Sacred Heart Southern Missions permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Sacred Heart from any liability as a result of such contact.

I also understand that (1) Sacred Heart has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of this employment application, Sacred Heart may request an investigative consumer report from a consumer reporting agency possibly to include information regarding my credit records, employment history, educational background, and other relevant background inquiries. Upon written request from me, Sacred Heart will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with Sacred Heart shall be for an orientation period of ninety (90) days, and further that at any time during the orientation period or thereafter, my employment relations with the Sacred Heart Southern Missions is terminable at will for any reason by either party.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SACRED HEART SOUTHERN MISSIONS

WALLS, MISSISSIPPI 38680

Sacred Heart Southern Missions, Inc.

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