CONCEPTION ABBEY
APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER • PRE-EMPLOYMENT QUESTIONNAIRE

PERSONAL INFORMATION

Today's Date:

Name: (last) (first) (middle)

Present Address: (street)

(city) (state) (zip)

Permanent Address: (street)

(city) (state) (zip)

Phone: (home) (cell)

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? ❑Yes ❑No

Social Security Number: Date of Birth:

(This information will be used only as identifiers for background checks)

EMPLOYMENT DESIRED

Position: Date you can start: Salary desired:

Are you employed now? If so, may we contact your present employer?

Have you ever applied to Conception Abbey before? If yes, when?

Referred by:

EDUCATION

	Name & location	years attended	year graduated	subjects studied
High School				
College				
College				
Trade, Business or Correspondence School				

GENERAL

Special Skills:

US Military or Naval Service? Rank:

Present membership in national guard or reserves?

Have you ever been convicted of, pled guilty to, or received a suspended imposition of sentence for any violation of state of federal law or municipal ordinance? Are you or have you ever been on parole, probation, or supervised community service, whether public or private? ❑Yes ❑No

If yes, please identify state, date, offense, and penalty:

PLACES OF RESIDENCE: (List below your last three places of residence, starting with the last one first)

Date: (Month and Year)	Address: (Street, City, State, Zip)
From: To:	
From: To:	
From: To:	

FORMER EMPLOYERS: (List below your last three employers, starting with the last one first)

Date: (Month and Year)	Name & Address	Salary	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				

Which of these jobs did you like best?

What did you like most about this job?

REFERENCES: (Give the names of three persons not related to you, whom you have known for at least one year)

Name	Address	Phone	Year Acquainted

I certify that all entries on both sides and any attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of Conception Abbey. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions regarding this application. I further authorize Conception Abbey to rely upon and use, as it sees fit, any information received from such contacts.

Date: Signature: