



APPLICATION FOR EMPLOYMENT

Return to Sr. Mary Smith, IHM at smsmith@vmahs.org or mail to her attention at:
Villa Maria Academy HS, 370 Central Ave, Malvern, PA 19355

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Villa Maria Academy is committed to a policy of Equal Employment Opportunity. The information collected by this application is solely to determine suitability for employment, verify identity and maintain employment statistics on applicants. Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Villa Maria.

GENERAL INFORMATION

Full Name _____	Date _____
FIRST MIDDLE LAST	
Address _____	
STREET CITY STATE ZIP CODE	
Contact Number (____) _____	Date available for work _____
Alternate Contact Number (____) _____	E-mail (optional) _____
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you now, or will you in the future, require immigration sponsorship for work authorization? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, verification will be required consistent with federal law.)	
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, you may be required to provide authorization to work.)	
If the position you are applying for requires driving do you have a valid drivers' license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you worked for this school before? <input type="checkbox"/> Yes <input type="checkbox"/> No Job title: _____	
Date of previous school employment: _____	

POSITION INFORMATION

Type of work desired? _____	Salary range expected (required) _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Work availability: _____	

Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____

ADDITIONAL COMMENTS

Please comment on how your prior education and experiences qualify you for the type of employment you are seeking. Detail any past responsibilities and achievements. Describe any other certifications, licenses, experience, skills, or qualifications that you feel would help you perform the job for which you are applying.

PROFESSIONAL REFERENCES

List three professional references (other than those listed as current/former supervisor) that we may contact:

Name _____	Telephone No. (____) _____
E-mail Address _____	Type of Acquaintance _____
Name _____	Telephone No. (____) _____
E-mail Address _____	Type of Acquaintance _____
Name _____	Telephone No. (____) _____
E-mail Address _____	Type of Acquaintance _____

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment. In completing and signing this application for employment, and any supplements to this application, I understand that any misrepresentation or omission of facts is cause for cancellation of this application or separation from the School's service if I am employed. I agree that the School shall not be liable in any respect if my employment is terminated because of the falsity of statements made by me on this application.

_____ Initials

I understand, where permissible under applicable state and local law, I will be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background, child abuse clearance and other matters related to my suitability for employment. I understand that any offer is conditional upon the results of such background checks. A full list of required background check requirements are included for onboarding.

_____ Initials

I hereby certify that the information given by me is true in all respects. I authorize Villa Maria Academy and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools and other persons named on this application to provide any information or transcripts requested.

_____ Initials

I understand employment with Villa Maria Academy is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the school to hire me. If I am hired, I understand that either the School or I can terminate my employment at any time and for any reason, with or without cause and without prior notice.

_____ Initials

I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent, and may be terminated at will, with or without cause, by either party (Villa Maria Academy or me) without prior notice to the other, unless otherwise prohibited by law.

_____ Initials

I understand that no representation, whether oral or written, by any representative or agent of Villa Maria Academy, at any time, can constitute an implied or express contract of employment. I further understand no representative or agent of Villa Maria Academy has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the President or an authorized representative.

_____ Initials

I certify that all of the above information is true and complete, and I understand that any falsification or omission of information may disqualify me from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery. I attest with my signature below that I have given true and complete information on this application. No requested information has been concealed. I authorize Villa Maria Academy to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal. This certifies that I have received the above understand and agree to it, and that all entries made by me are true and correct.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____ Date _____

Thank you for your interest in applying at Villa Maria Academy High School. Please submit this application, a resume, and cover letter to: Sr. Mary Smith, IHM, Director of Personnel (610-644-2551)
Villa Maria Academy - 370 Central Ave - Malvern PA 19355.