



Cheverus High School

APPLICATION FOR EMPLOYMENT

CHEVERUS HIGH SCHOOL IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Applications are considered for all positions without illegal regard to age, race, color, sex, national origin, handicap, medical condition, veteran or marital status.

**267 Ocean Avenue Portland, Maine 04103-5798
207-774-6238(Tel.) 207-828-0207 (Fax)**

PERSONAL

NAME (PLEASE PRINT OR TYPE) LAST NAME, FIRST NAME, MIDDLE NAME	SOCIAL SECURITY NUMBER
MAIDEN/OTHER NAMES USED IN THE PAST	HOME PHONE NUMBER
CURRENT ADDRESS STREET NUMBER AND NAME, CITY, STATE, ZIP CODE	MESSAGE/BUSINESS PHONE
PREVIOUS ADDRESS STREET NUMBER AND NAME, CITY, STATE, ZIP CODE	ARE YOU AT LEAST 18 YEARS OF AGE? _____NO _____YES
NOTIFY IN CASE OF EMERGENCY NAME ADDRESS	PHONE
DO YOU HAVE RELATIVES EMPLOYED AT CHEVERUS HIGH SCHOOL? _____NO _____YES IF SO, WHO	RELATIONSHIP _____
DRIVERS LICENSE NUMBER/STATE	HAVE YOU EVER BEEN EMPLOYED BY CHEVERUS HIGH SCHOOL? _____NO _____YES IF SO, WHEN?
CITIZENSHIP - US CITIZEN/PERMANENT RESIDENT _____ NON-IMMIGRANT VISA: _____B1_____F1_____J1_____L1_____H1_____ OTHER _____	HAVE YOU ANY MENTAL OR PHYSICAL CONDITIONS/DISABILITIES WHICH WOULD LIMIT YOU IN PERFORMING SPECIFIC KINDS OF JOB FUNCTIONS? _____NO _____YES IF YES, WHAT ACCOMODATIONS CAN BE MADE:
HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____NO _____YES IF YES, PLEASE EXPLAIN IN COMMENTS SECTION	HAVE YOU EVER BEEN CONVICTED OR ACCUSED OF A SEXUAL ASSAULT OF ANY TYPE? _____NO _____YES IF YES, PLEASE EXPLAIN IN COMMENTS SECTION.

POSITION DESIRED

TYPE OF POSITION DESIRED: FIRST CHOICE			DATE AVAILABLE / /	SALARY DESIRED \$
SECOND CHOICE		TYPE OF EMPLOYMENT: PLEASE MARK AN (X) ON APPROPRIATE LINE FULL TIME PART TIME TEMPORARY		
WHAT PROMPTED YOUR APPLICATION _____ADVERTISEMENT _____WALK IN _____EMPLOYEE REFERRAL _____AGENCY _____COLLEGE REFERRAL PLEASE IDENTIFY SOURCE BELOW (PLEASE GIVE NAME BELOW) NAME/LOCATION _____OTHER (PLEASE SPECIFY BELOW)				

EDUCATION AND TRAINING

COLLEGE DEGREES SUBJECT TO VERIFICATION

INDICATE LAST LEVEL OF EDUCATION COMPLETED	HIGH SCHOOL ____9____10____11____12	COLLEGE OR UNIVERSITY ____1____2____3____4	GRAD SCHOOL ____1____2____3____4		
COLLEGE OR TRADE SCHOOL (DO NOT ABBREVIATE)	LOCATION(CITY & STATE) PROVINCE,COUNTRY	DATES ATTENDED	MAJOR/MINOR	DATE/DEGREE AWARDED	HONORS

ADDITIONAL EDUCATION, VOCATIONAL AND/OR PROFESSIONAL INFORMATION:

CLERICAL SKILLS (IF APPLICABLE)

TYPING WPM _____ SHORTHAND WPM _____ TEN-KEY _____ OTHER OFFICE OR PRODUCTION MACHINES
REQUIRING SPECIAL SKILLS _____

EMPLOYMENT HISTORY

BEGIN WITH YOUR MOST RECENT POSITION

**REGARDLESS OF ATTACHMENTS
(DO NOT USE "SEE RESUME")**

EMPLOYER-PLEASE LIST COMPLETE NAME	EMPLOYMENT DATES	
	FROM	TO
COMPLETE ADDRESS		
JOB TITLE	IMMEDIATE SUPERVISOR	SHIFT
DESCRIPTION OF DUTIES (USE "COMMENT" SECTION ON REVERSE IF ADDITIONAL SPACE IS NEEDED)		
REASON FOR LEAVING		
EXPLAIN UNEMPLOYMENT IF OVER THREE MONTHS		

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