

St. Ann's Center for Children, Youth & Families

4901 Eastern Avenue, Hyattsville, MD, 20782•Office of Human Resources • Fax: 301-853-6985• E-mail: personnel@stanns.org

EMPLOYMENT APPLICATION

St. Ann's Center for Children, Youth and Families is an Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, religion, veteran status, or disability. St. Ann's offers equal opportunity and treatment to all employees and applicants for employment. Applicants must answer all questions and sign the application. Incomplete or unsigned applications will not be acknowledged.

| <u>Please Print</u> Last Name | First Name | Middle Name | |
|---|------------------------|---------------|-----|
| Permanent Address: Number and Street | t City | State | ZIP |
| Home Phone | Cell or Business Phone | Email Address | |
| Please let us know the best way to contac | ct you: | | |

| Position Applied For: | |
|---|---------------------------------|
| Date Available for Employment: | Salary Desired: |
| What employment are you currently seeking? OFull-Time | OPart-Time OTemporary OOn Call: |
| Are you at least 18 years of age? [] Yes [] No | |

EDUCATIONAL RECORD

| High School or G.E.D. | School Name C | City State | | 9 | 10 | Certificate or Diploma | Awards |
|-----------------------|---------------------------|------------|-----|----|----|------------------------|--------|
| | | | ZIP | 11 | 12 | | |
| College/University | College/University Name C | tity State | | 1 | 2 | Certificate or Degree | Awards |
| | | | ZIP | 3 | 4 | | |
| Graduate School | College/University Name (| City State | | | | Certificate or Degree | Awards |
| | | | ZIP | | | | |
| Technical School or | School Name City | y State | | | | Certificate or Diploma | Awards |
| other Special School | | | ZIP | | | | |

EMPLOYMENT RECORD

Beginning with your **present** (or **last**) employer, list all previous employment, including military service.

| Name of employer | Address | | Type of business | | |
|---------------------------------------|---|-----------------------|---------------------------|--|--|
| | | | | | |
| Name of immediate supervisor | Supervisor's title and telephone number | | | | |
| | D | <u> </u> | | | |
| Title of your position | Reason for leaving | | | | |
| Starting date Final date | Starting pay | Final pay | Hours worked per week | | |
| Duties | | | | | |
| | | | | | |
| | | | | | |
| May we contact your present employer? | [] Yes [] No | [|] Please contact me first | | |
| | | | | | |
| Name of employer | Address | | Type of business | | |
| | | · • • • • • • • • • • | | | |
| Name of immediate supervisor | Super | rvisor's title and | telephone number | | |
| Title of your position | Reaso | on for leaving | | | |
| | | _ | | | |
| Starting date Final date | Starting pay | Final pay | Hours worked per week | | |
| Duties | | | | | |
| | | | | | |
| | | | | | |
| May we contact your present employer? | [] Yes [] No | [|] Please contact me first | | |
| | | | | | |
| Name of employer | Address | | Type of business | | |
| | | | | | |
| Name of immediate supervisor | Super | rvisor's title and | telephone number | | |
| Title of your position | Reaso | on for leaving | | | |
| The of your position | Kease | ni ioi icaving | | | |
| Starting date Final date | Starting pay | Final pay | Hours worked per week | | |
| Duties | | | | | |
| | | | | | |
| | | | | | |
| May we contact your present employer? | [] Yes [] No | [|] Please contact me first | | |

GENERAL INFORMATION

| Have you ever been suspended or discharged from a position? [] Yes [] No If yes, please explain: | | | | |
|--|--|--|--|--|
| | | | | |
| Have you ever been the subject of a Child Protection Service investigation?] Yes [] No | | | | |
| | | | | |
| | | | | |
| Have you ever been employed by St. Ann's Center for Children, Youth and Families? [] Yes [] No | | | | |
| If yes, give dates of employment and departments: | | | | |
| | | | | |
| Are you related to anyone employed by St. Ann's Center for Children, Youth and Families? [] Yes [] No | | | | |
| If yes, please give employee's name. | | | | |
| Which serves a front denote St. Ann's Contan for Children Month and Formilie 9(Disco to anot 'Children to another the second to another to another to another the second to another to another to another the second to another the second to another the second to another to another the second to another the | | | | |
| Which source referred you to St. Ann's Center for Children, Youth and Families?(Please be specific) | | | | |
| St. Ann's Employee [] St. Ann's Career Page [] Walk-In [] Newspaper Ad [] | | | | |
| St. Ann S Employee [] St. Ann S Caleer Fage [] Walk-In [] Newspaper Au [] | | | | |
| Other Placement Service [] Other: | | | | |
| | | | | |
| | | | | |
| | | | | |
| PROOF OF U.S. CITIZENSHIP OR WORK AUTHORIZATION STATUS WILL BE REQUIRED UPON EMPLOYMENT | | | | |
| EMPLOYMENT | | | | |
| Are you eligible to work in the U.S.? [] Yes [] No | | | | |
| | | | | |
| | | | | |

JOB RELATED SKILLS

| Foreign language skills: | | | | | |
|---|-----------|------------------|---------------|--|--|
| Please list Computer/Word Processing Skills | | | | | |
| Computer Skills: | Basic [] | Intermediate [] | Excellent [] | | |
| Computer Programs you are Familiar With: | | | | | |
| Professional Certificates (job related): | | | | | |
| Other Skills: | | | | | |

PROFESSIONAL REFERENCES

Please give the names of people who could provide a reference regarding your suitability for the post for which you are applying.

| NAME | TITLE | COMPANY | TELEPHONE NO./ EMAIL ADDRESS |
|------|-------|---------|---------------------------------|
| | | | |
| | | | |
| | | | |

I understand that (1) falsification, misrepresentation or omission of information in this application may result in disqualification from further consideration of employment and if employed, may result in discipline or dismissal; (2) employment is subject to satisfactory references and employment checks including criminal background checks made to persons or entities deemed appropriate by St. Ann's; (3) employment at St. Ann's is 'at will' unless otherwise defined.

I give permission for St. Ann's to obtain and review information pertaining to my background, without limitation. I understand that St. Ann's programs involve working with children. Hence, all employees are required to have additional background checks including fingerprinting, health screening, and drug testing so as to comply with Federal, State, and District of Columbia regulations.

I request and authorize those entities contacted in connection with my application to provide St. Ann's with all information that they believe may be relevant. Further, I waive any claims that I might otherwise hereafter have against St. Ann's, its agents and officials, or against anyone who provides such information.

Print Name

Signature

Date

Submit your completed application form via email to: personnel@stanns.org

Applications and resumes may also be mailed to:

Human Resources Department St. Ann's Center for Children, Youth and Families 4901 Eastern Avenue Hyattsville, MD 20782