

DAUGHTERS OF MIRIAM CENTER

THE GALLEN INSTITUTE

155 HAZEL STREET • CLIFTON, NJ 07011

PHONE: (973) 772-3700/01/02 • FAX: (973) 253-5389

www.daughtersofmiriamcenter.org

EMPLOYMENT

APPLICATION

Name: _____

Position: _____

Date: _____

DUGHTERS OF MIRIAM CENTER THE GALLEN INSTITUTE

An Equal Opportunity Employer

Last Name: _____ First Name: _____ Middle: _____

Address: _____ City: _____ State/Zip: _____

Prior Address: _____ City: _____ State/Zip: _____

Social Security #: _____ Telephone #: _____

Are you 18 years or older? Yes No

Are you either an U.S. Citizen or lawfully permitted to work in the United States? Yes No

Note: All new hires will be required to provide eligibility to work in the U.S. in accordance with federal law.

Position Desired: _____ Salary Requested: _____ Date Available: _____

Schedule Preference: Full Time Part Time Shift Preference 1st 2nd 3rd # Hr. per day _____

Are you presently employed? Yes No If so, may we question your present employer? Yes No

Have you ever applied to us before? Yes No When? _____

Have you ever been employed by us before? Yes No What position? _____ When? _____

If the position for which you are applying requires week-end, holiday or rotation shifts, are you available? Yes No

Education	Name/Location of School	Highest Grade Completed	Subjects Studied
High School			
College			
Graduate/Professional			
Trade, Business or Correspondence School			

List any criminal convictions related to qualifications for the job for which you are applying. If applying for a position which requires driving, also list any convictions for drunk driving or moving violations. Do not list any convictions which have been cleared from your record or sealed by court or probation office. A conviction will not necessarily bar an applicant from employment. Factors such as age at time of the offense, seriousness and nature of violations and rehabilitation will be taken into account. Criminal backgrounds are conducted as part of the employment process.

Business/Professional References

Name	Address/Phone Number	Relationship

Prior Work Experience (List the last 7 years of employment in order with last or present employer listed first)

Dates		Name/Address/Phone number of Employer	Rate of Pay		Supervisor's Name/Title	Reason for leaving
From	To		Start	Finish		

Describe your position and the work you did.

Dates		Name/Address/Phone number of Employer	Rate of Pay		Supervisor's Name/Title	Reason for Leaving
From	To		Start	Finish		

Describe your position and the work you did.

Dates		Name/Address/Phone number of Employer	Rate of Pay		Supervisor's Name/Title	Reason for leaving
From	To		Start	Finish		

Describe your position and the work you did.

Dates		Name/Address/Phone number of Employer	Rate of Pay		Supervisor's Name/Title	Reason for Leaving
From	To		Start	Finish		

Describe your position and the work you did.

List community, professional or trade organizational memberships, special skills or special study or research work which relate to the position for which you are applying. Omit organizations/activities which indicate race, creed, sex, age, marital status, color, national origin, or union affiliation.

Organization/Membership:

Handicap/Disability

Are you able to perform all the tasks involved in the position for which you have applied with or without accommodation?

If you require accommodations, please specify what you would require:

Applicant's Authorization – Read Carefully before Signing

All offers of employment are contingent upon satisfactory completion of a physical examination. In all other respects, the results of such an examination will not be used to disqualify an applicant except to the extent that any disability discovered would, even with reasonable accommodation, preclude the safe, acceptable performance of the job in question. No applicant who has been offered employment may commence work until the physical examination results are reviewed by Daughters of Miriam Center.

Criminal Background Checks and reference checks are conducted on all employees. Offers of employment are contingent upon a satisfactory background check.

I authorize investigation of all statements contained herein and the references listed to the Daughters of Miriam Center any and all information concerning my previous employment and any pertinent information they have and release all parties from all liability from any damage that may result from furnishing same to you.

I understand and agree, that if hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time without prior notice and without cause. No person, other than the CEO or Executive Director, may enter into or authorize any contract or guarantee of employment which is inconsistent with Daughters of Miriam Center's right to terminate my employment at will. Any such contract or guarantee must be in writing and signed by the CEO or Executive Director.

The above information is complete and true to the best of my knowledge. I understand that misrepresentation or omission of facts may result in immediate termination.

Date

Applicant's Signature