



Application for Employment

Father Duenas Memorial School

P.O. Box FD, Hagatna, Guam 96932 Tel: (671)734-2261

Father Duenas Memorial School is an Equal Opportunity Employer

This means that Father Duenas Memorial School considers applicants for employment without discrimination because of race, national origin, color, ancestry, age, sex, marital status, handicap or veteran status. However, applicants who are selected for employment will be required to present evidence of their eligibility to work in the United States. Also, prospective employees are required to provide police or court clearance.

ALL INFORMATION IS TREATED CONFIDENTIALLY

PLEASE PRINT OR TYPE IN BLACK OR BLUE INK AND SIGN ON BACK.

Today's Date: _____

PERSONAL DATA

Name: (Last) _____ (First) _____ (Middle) _____		Social Security No. _____	Under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No			
For checking prior records, provide other names under which you have worked.		Telephone (Area Code): _____	Alternate Phone _____			
Resident Address (Hse./Apt. No & Street) _____ (City) _____ (State) _____ (Zip) _____		Length of Residence: _____				
Mailing Address, if different from above address: (P.O. Box/Apt. No.) _____ (City) _____ (State) _____ (Zip) _____						
I am available for employment on a <input type="checkbox"/> Temporary Basis <input type="checkbox"/> Regular Basis		I am available <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time		Generally, I am <u>not</u> available (Pls. specify days and/or times): _____		
Type of Position desired _____		Start Date Available for Employment: _____				
Starting salary desired: _____	How were you referred to us? Indicate name of agency, paper, employee, etc. <input type="checkbox"/> Agency <input type="checkbox"/> Newspaper <input type="checkbox"/> Employee <input type="checkbox"/> Other					
Are you eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (PROVISIONS OF PUBLIC LAW 99-603 REQUIRE THAT ALL APPLICANTS MUST PROVIDE PROOF OF THEIR ELIGIBILITY FOR EMPLOYMENT IN THE U.S.)						
REFERENCES: Give name and telephone number of three references who are <u>not</u> related to you and are <u>not</u> previous employers.		Do you have any relative currently employed by Father Duenas Memorial School? <input type="checkbox"/> No <input type="checkbox"/> Yes				
1. _____		Have you ever been employed with us before? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give date: _____				
2. _____		Do you have a valid driver's license? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Type of License: _____				
3. _____						
List names of education institutions you attended:	Location	Years Completed	Major/Minor Subjects	Type Certificate or Degree Received	Did you graduate?	Number of Credits
High School					Yes No	
College/University					Yes No	
Vocational, Business or Correspondence					Yes No	
Other					Yes No	
What languages can you speak, read or write? _____						

Beginning with your present or last position, list the last four (4) jobs you have held, including a summary of major duties, responsibilities, activities, experience, etc. If you wish to list more than four jobs please use a separate paper. If you have a resume please attach to application.

Name of Employer		Type of Business			
Address			Phone		
Date Employed:		Starting Title	Last Title	Starting Salary	Final Salary
From	To				
Name of Supervisor		May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving	
Brief Description of Duties					

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Address			Phone		
Date Employed:		Starting Title	Last Title	Starting Salary	Final Salary
From	To				
Name of Supervisor		May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving	
Brief Description of Duties					

On a separate sheet of paper, please summarize prior relevant experiences and fill in periods of unemployment or periods not accounted for above.

List any licenses, certifications and special training you received related to the position you are seeking:

List professional societies, organizations, memberships, etc. (You may exclude those which indicate race, color, creed, age, national origin, sex, ancestry, disability, veteran status and citizenship.)

If applicable to the position you are seeking, indicate other skills, business machines you operate, etc. (You may include typing speed, shorthand speed, facility with hand tools, computer software experience, etc.)

All applicants for employment must answer all of the questions on this form. False, misleading, or incomplete answers to these questions will be grounds for immediate discharge.

1. Have you ever been disciplined or discharged for absenteeism, tardiness, failure to notify your employer when absent or other attendance-related reasons?
If you answered "yes" please explain.

2. Have you ever been disciplined or discharged for theft, unauthorized removal/use of employer or co-worker property or related offenses?
If you answered "yes" please explain.

3. Have you ever been disciplined or discharged for being under the influence of alcohol, or drugs or for possession, use or abuse of drugs or alcohol?
If you answered "yes" please explain.

4. Have you ever been disciplined or discharged for insubordination?
If you answered "yes" please explain.

5. Have you ever been disciplined or discharged for violating safety rules?
If you answered "yes" please explain.

6. Have you missed more than five scheduled work days during the year?
If you answered "yes" please explain.

7. Have you ever been convicted of a felony?
If you answered "yes" please explain.

Acknowledgement (Please read carefully before signing)

I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for hereon will be sufficient cause for cancellation of consideration for employment or dismissal from the company's service if I have been employed.

I agree that Father Duenas Memorial School and my previous employers shall not be held liable in any respect if any employment offer is not tendered, is withdrawn or my employment is terminated due to false statements or answers in this application form. If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I am advised that in compliance with the Fair Credit Reporting Act a routine investigation may be made concerning my character, general reputation and personal characteristics. I have the right to make a written request within a reasonable period of time for a summary disclosure of the nature and scope of the investigation.

I understand that employment at this organization is "at will", and includes no guarantee or promise of employment for any specified length of time.

In consideration of my employment, I agree to conform to the policies, procedures and rules of Father Duenas Memorial School.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT.

Signature (Acknowledgement)

Date