

**CONCEPTION ABBEY  
APPLICATION FOR EMPLOYMENT  
AN EQUAL OPPORTUNITY EMPLOYER • PRE-EMPLOYMENT QUESTIONNAIRE**

|                             |         |               |
|-----------------------------|---------|---------------|
| <b>PERSONAL INFORMATION</b> |         | Today's Date: |
| Name: (last)                | (first) | (middle)      |
| Present Address: (street)   |         |               |
| (city)                      | (state) | (zip)         |
| Permanent Address: (street) |         |               |
| (city)                      | (state) | (zip)         |
| Phone: (home)               | (cell)  |               |

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?  Yes  No

|   |                |
|---|----------------|
| Social Security Number:   | Date of Birth: |
| (This information will be used only as identifiers for background checks) |                |

|   |  |                 |
|---|--|-----------------|
| <b>EMPLOYMENT DESIRED</b>                         |  |                 |
| Position:   | Date you can start:                          | Salary desired: |
| Are you employed now?                             | If so, may we contact your present employer? |                 |
| Have you ever applied to Conception Abbey before? | If yes, when?                                |                 |
| Referred by:                                      |  |                 |

| <b>EDUCATION</b>                         |                 |                |                |                  |
|--|-----------------|----------------|----------------|------------------|
|  | Name & location | years attended | year graduated | subjects studied |
| High School                              |                 |                |                |                  |
| College                                  |                 |                |                |                  |
| College                                  |                 |                |                |                  |
| Trade, Business or Correspondence School |                 |                |                |                  |

|  |       |
|--|-------|
| <b>GENERAL</b>   |       |
| Special Skills:  |       |
| US Military or Naval Service?  | Rank: |
| Present membership in national guard or reserves?  |       |
| Have you ever been convicted of, pled guilty to, or received a suspended imposition of sentence for any violation of state or federal law or municipal ordinance? Are you or have you ever been on parole, probation, or supervised community service, whether public or private? <input type="checkbox"/> Yes <input type="checkbox"/> No |       |
| If yes, please identify state, date, offense, and penalty:   |       |
|  |       |
|  |       |

**PLACES OF RESIDENCE:** (List below your last three places of residence, starting with the last one first)

| Date: (Month and Year) | Address: (Street, City, State, Zip) |
|------------------------|-------------------------------------|
| From:<br>To:           |                                     |
| From:<br>To:           |                                     |
| From:<br>To:           |                                     |

**FORMER EMPLOYERS:** (List below your last three employers, starting with the last one first)

| Date: (Month and Year) | Name & Address | Salary | Position | Reason for Leaving |
|------------------------|----------------|--------|----------|--------------------|
| From:<br>To:           |                |        |          |                    |
| From:<br>To:           |                |        |          |                    |
| From:<br>To:           |                |        |          |                    |

Which of these jobs did you like best?

What did you like most about this job?

**REFERENCES:** (Give the names of three persons not related to you, whom you have known for at least one year)

| Name | Address | Phone | Year Acquainted |
|------|---------|-------|-----------------|
|      |         |       |                 |
|      |         |       |                 |
|      |         |       |                 |

I certify that all entries on both sides and any attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of Conception Abbey. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions regarding this application. I further authorize Conception Abbey to rely upon and use, as it sees fit, any information received from such contacts.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_