



# CHRISTENDOM COLLEGE

134 Christendom Drive  
 Front Royal, Virginia 22630  
 Phone: 540-636-2900  
 FAX: 540-636-1655

Date of Application

## Application for Employment

Last Name		First Name		Middle Name	
Address			City	State	Zip
Home Phone	Cell Phone	Office Phone	Social Security Number		
Email Address					
Position(s) Applied For					
How Did You Learn About Us?					
Advertisement	Friend	Walk-In	Employment Agency	Relative	Other

Have you ever filed an application with us before?	Yes	No
	If yes, give date	
Have you ever been employed with us before?	Yes	No
	If yes, give date	
Are you currently employed?	Yes	No
May we contact your present employer?	Yes	No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>	Yes	No
On what date would you be available to work?	Full Time	Part Time
Are you available to work:		Temporary
Are you currently on "lay-off" status and subject to recall?	Yes	No
Can you travel if a job requires it?	Yes	No
Have you been convicted of a felony within the last 7 years? If yes, please explain:	Yes	No

Additional space provided for explanation(s)

<b>Education</b>			
	High School	Undergraduate College/ University	Graduate/Professional
School Name and Location			
Years Completed			
Year Graduated			
Describe Course of Study			
Describe any specialized training, apprenticeship, skills or extracurricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			
Have you ever had any job-related training in the United States military?			
		Yes	No
If yes, please describe:			

<b>References</b>	
Give name, address, telephone number of three references who are not related to you and are not previous employers:	
1.	
2.	
3.	

<b>Specialized Skills and Qualifications</b>
Summarize special job-related skills and qualifications acquired from employment or other experience.

**Employment History** (Use Supplementary Experience Form(s) for additional space—if needed)

Starting with the most recent, describe all paid, military, and applicable voluntary experience. Highlight your knowledge, skills, and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items.

Employer:		Job Title:	
Address:		Phone Number:	
Start Date:		End Date:	
Immediate Supervisor:		Title:	
Starting Job Title:		Ending Job Title:	
Salary: Start/Finish		Dates (mo/yr):	To (mo/yr):
Full-time		Part-time	
Hrs/wk:			
Number/titles of employees supervised:			
Equipment Used:		Reason for Leaving:	
Duties:			
Your name (if different from present):			

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Additional space provided for explanation(s)

## Applicant's Statement

1. I understand that, while the College does not require its non-faculty employees to be Roman Catholic as a condition of employment, the College does require that all of its employees respect the mission and Catholic character of the College during the course of their employment with the College.

### Mission Statement

Christendom College is a Catholic coeducational college institutionally committed to the Magisterium of the Roman Catholic Church. The College provides a Catholic liberal arts education, including an integrated core curriculum grounded in natural and revealed truth, the purpose of which at both the undergraduate and graduate levels is to form the whole person for a life spent in the pursuit of truth and wisdom. Intrinsic to such an education is the formation of moral character and the fostering of the spiritual life. This education prepares students for their role as faithful, informed, and articulate members of Christ's Church and society. The particular mission of Christendom College, both at the undergraduate and graduate levels, is "to restore all things in Christ," by forming men and women to contribute to the Christian renovation of the temporal order. This mission gives Christendom College its name.

2. I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation into all the statements contained in this application for employment as may be necessary to arrive at an employment decision. In addition, in consideration for employment or promotion within Christendom College or affiliates, on our behalf, Employers Reference Source may make inquiries, including but not limited to, your consumer credit history, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination from your past employment.

3. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by an written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this institution.

4. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

5. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please sign and date. Return completed application either by 1) scanning signed copy and email it to [hr@christendom.edu](mailto:hr@christendom.edu), 2) mail hard copy to address below, or 3) Fax to 540-636-1655 Attn: Human Resources.**

#### FOR PERSONNEL DEPARTMENT ONLY

Arrange Interview	<u>      Yes      </u>	<u>      No      </u>		
Remarks	_____			
	_____ Interviewer		_____ Date	
Employed	<u>      Yes      </u>	<u>      No      </u>	Date of Employment	_____
Job Title	<u>      Hourly      </u>		Department	_____
	<u>      Rate/Salary      </u>	_____		
By	_____			_____
	Name and Title			Date

Supplementary Experience Form						
Employer:			Job Title:			
Address:			Phone Number:			
Start Date:			End Date:			
Immediate Supervisor:			Title:			
Starting Job Title:			Ending Job Title:			
Salary: Start/Finish		Dates (mo/yr):		To (mo/yr):		
Full-time		Part-time		Hrs/wk:		
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