



An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT FOOD SERVICE PROFESSIONALS

An Agency of the Archdiocese of Chicago

5343 W. Roscoe St.

Chicago, IL 60641-4141

773.385.5100 (phone)

773.304.4265 (fax)

recruit@fspro.com

DATE: _____

Last Name		First Name		Middle Initial
Address		City	State	Zip Code
Home Phone	Work Phone	Cell Phone		Social Security No
E-Mail Address				

GENERAL INFORMATION		
Are you over 18 years of age?	Yes	No
Are you legally eligible for employment in the United States?	Yes	No
Have you ever been convicted of a crime?	Yes	No
<p>If you have been convicted of a crime other than a minor traffic offense, please state the nature and date of the conviction, sentence received, sentence served, including date and location, probation or parole officer and any other facts or circumstances you wish to provide. Applicants are not obligated to disclose records of arrest or conviction that have been expunged or sealed, nor an expunged juvenile record.</p> <p>_____</p> <p>_____</p> <p>_____</p>		
Are there any hours, shifts or days you cannot or will not work?	Yes	No
If yes, explain: _____		
Are you applying for Full Time or Part Time employment?		
Are you willing to work overtime as required?	Yes	No
What position(s) are you applying for? 1) _____ 2) _____		
When can you start? _____		
What is your salary expectation? _____ Per _____		
Have you ever worked for FSP in the past?	Yes	No
If yes, provide dates of employment and position held: _____		
Have you ever worked for or volunteered at any Archdiocese of Chicago facility in the past (other than FSP)?	Yes	No
If yes, provide dates of employment and position held: _____		
Are you currently employed by or volunteer at any Archdiocese of Chicago facility?	Yes	No
If yes, provide location, position and dates of employment: _____		

EMPLOYMENT HISTORY – Start with most recent employer or volunteer activities. If there were times you were not employed or volunteering, include those dates and describe your principal activities.

Employer Name		Telephone Number
Address	City	State
Starting Position	Description of Duties	
Starting Salary	Supervisor's Name	
Ending Position	Description of Duties	
Ending Salary	Supervisor's Name	
Employment Start & End Date	Reason for Leaving	May we contact this employer?
		Yes No

Employer Name		Telephone Number
Address	City	State
Starting Position	Description of Duties	
Starting Salary	Supervisor's Name	
Ending Position	Description of Duties	
Ending Salary	Supervisor's Name	
Employment Start & End Date	Reason for Leaving	May we contact this employer?
		Yes No

Employer Name		Telephone Number
Address	City	State
Starting Position	Description of Duties	
Starting Salary	Supervisor's Name	
Ending Position	Description of Duties	
Ending Salary	Supervisor's Name	
Employment Start & End Date	Reason for Leaving	May we contact this employer?
		Yes No

EDUCATIONAL HISTORY			
School Name	Address of School	Major	Diploma/Degree
High School			
College/University			
Graduate Studies			
Other Training/Education			

MILITARY SERVICE RECORD	
Have you served in the U.S. Armed Forces?	Yes No
If yes, what branch? _____	Dates of Service: _____
Description of Duties: _____	

PROFESSIONAL LICENSES, REGISTRATIONS AND/OR CERTIFICATIONS			
Type	State/City Issued	Expiration Date	Number

APPLICANT'S CERTIFICATION AND AGREEMENT
<p>I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that false statements or material omissions made as a part of this application will disqualify me from further consideration for employment and, if employed, will be grounds for disciplinary action including dismissal. I also understand that any offer of employment is contingent upon the results of a criminal background check and reference checks (some positions may also require a medical examination and/or drug screen). FSP is hereby authorized to investigate any of the facts set forth in the application.</p> <p>I understand that employment at FSP is "at will" which means that either I or FSP can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of FSP, other than the President, has any authority to alter the foregoing.</p> <p>I hereby authorize the investigation of my past and present work, education, character, military and police conviction records to ascertain any and all information which may be pertinent to my employment qualifications.</p> <p>Signature: _____ Date: _____</p> <p><i>Signature not required if form is sent via the above email button.</i></p>

EQUAL OPPORTUNITY EMPLOYER STATEMENT
<p>We thank you for completing this Application for Employment.</p> <p>FSP, an agency of the Archdiocese of Chicago, complies with all laws concerning nondiscrimination in employment. FSP considers each applicant for employment on the basis of merit, qualifications, experience, and other work-related criteria without regard for race, religion, color, creed, gender, age, national origin, ancestry, disability, political affiliation, citizenship status, sexual orientation, marital status, veteran status, unfavorable discharge from military service, arrest record or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified disabled individuals.</p> <p>Please note that acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.</p>