



St. Joseph's Carmelite Home
Carmelite Sisters of the Divine Heart of Jesus
4840 Grasselli Avenue, East Chicago, Indiana 46312
Phone 219-397-1085 Fax 219-392-3575

Emergency Shelter Care
Residential Care
Teen Mom and Baby Care

Review _____
Contact _____
Interview _____

Date ____/____/____ I am 21 years of age or older ____ Yes ____ No
I have a valid Driver's License ____ Yes ____ No

Application will remain on file for 3 months. After 3 months, you may reapply.

Name _____

Address _____
Street City/State Zip

Home phone (____) ____ - ____ **Cell** (____) ____ - ____ **Alternate** (____) ____ - ____

Positions

____ Child Care ____ Therapy ____ Office ____ Administrative
____ Maintenance ____ Kitchen ____ Housekeeping ____ Intern

Are you a: ____ Prior Applicant ____ First Time Applicant ____ Former Employee

Check shift & days you are able to work. Availability is not an assurance of shift assignment should you be employed. The greater your availability, the greater your employability.	Shift	Mon	Tue	Wed	Thur	Fri	Sat	Sun
	6am-2pm							
	2pm-9pm							
	10pm-6am							

Are You related to an employee of the Carmelite Home? ____ Yes ____ No

Are you related to a current resident of the Carmelite Home? ____ Yes ____ No

Number of Hours per Week Desired _____ Would you work overtime Hours? ____ Yes ____ No

Are you willing to work other shifts if needed? ____ Rotating ____ On Call Any Time ____ Substitute

Your current or most recent hourly rate of pay \$ _____ or Annual Salary \$ _____

Your desired hourly rate of pay \$ _____ or Annual Salary \$ _____

Employment History

Present Employer

Month/Year Started _____ / _____

Employer _____ Supervisor _____

Address _____ City/State _____ Zip _____

Position _____

Phone (_____) _____ - _____ Fax (_____) _____ - _____

May we contact your present Employer _____.

Employment Reference

Month/Year Started _____ / _____ Month/Year Ended _____ / _____

Employer _____ Supervisor _____

Address _____ City/State _____ Zip _____

Position _____

Phone (_____) _____ - _____ Fax (_____) _____ - _____

Reason for Leaving _____

Employment Reference

Month/Year Started _____ / _____ Month/Year Ended _____ / _____

Employer _____ Supervisor _____

Address _____ City/State _____ Zip _____

Position _____

Phone (_____) _____ - _____ Fax (_____) _____ - _____

Reason for Leaving _____

Employment Reference

Month/Year Started _____ / _____ Month/Year Ended _____ / _____

Employer _____ Supervisor _____

Address _____ City/State _____ Zip _____

Position _____

Phone (_____) _____ - _____ Fax (_____) _____ - _____

Reason for Leaving _____

Education

Proof of educational achievement required for all positions.
College degrees require original transcripts.

Name of School	Address	Did you receive a Diploma?	Graduation Year What type of Degree
High School			
College			
Other			

In Case of an Emergency, Please Notify _____
Name/Relationship _____ Phone _____

I certify that answers given herein are true and complete. I understand that misrepresentation or omission is cause for immediate dismissal regardless of when discovered. Furthermore, I authorize investigation of all statements contained in this application. I further authorize permission for the Carmelite Home to conduct criminal history background checks and to contact the references I have provided on the attached forms.

I have carefully reviewed and understand this entire application, including the above statement.

Signature _____ Date _____ / _____ / _____

Authorization For Release of Information

I hereby grant St. Joseph's Carmelite Home permission to request and obtain references or other pertinent information needed for possible employment. I also release all parties from any liability or responsibility in granting and furnishing such information.

Signature

_____/_____/_____
Date

Information Requested By
Human Resources Department
St. Joseph's Carmelite Home/Holy Innocents Center
4840 Grasselli Avenue
East Chicago, IN 46312

stjoecarmelite@gmail.com

Phone 219-397-1085 Fax 219-392-3575
The St. Joseph's Carmelite Home is an equal opportunity employer