

# Sacred Heart Center

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## Mission Statement

Our mission is to eradicate violence and oppressive practices through the empowerment of individuals, families and communities in order to support justice, social change and non-violence.

## Statement of Purpose

Sacred Heart Center is a private, community-wide, service organization founded by the Congregation of the Priests of the Sacred Heart (SCJs). Sacred Heart Center, Inc., a South Dakota Corporation, is governed by an independent Board of Directors. Although the Center is not a Catholic organization, it follows the tenets of the SCJs and strives to reflect both Mission Statements.

Sacred Heart Center believes in the need for a strong spiritual base in the life of those it serves and accomplishes this through the integration of the Lakota culture and Christian ideals. The Priests of the Sacred Heart continue to support the Sacred Heart Center as one of its outreach missions.

Sacred Heart Center, Inc. was founded in August 1982. Current programs focus on persons experiencing physical, emotional or sexual abuse and family issues. Services include shelter, direct assistance, counseling, advocacy, education and spiritual and cultural awareness.

The Center educates the community and challenges systems to promote justice and non-violence through social change. The Center supports the community as a private, non-profit, independent organization. Sacred Heart Center, Inc. does not discriminate with regard to race, creed, religion, color, gender, sexual orientation, age, national origin or disability through its work or programs.

# Sacred Heart Center Employment Application



Rcvd by: \_\_\_\_\_ Date: \_\_\_\_\_ IntvDate: \_\_\_\_\_

*Sacred Heart Center is an Equal Employment Opportunity Employer.*

Position applying for: \_\_\_\_\_ Date \_\_\_\_\_

## PERSONAL

Name \_\_\_\_\_  
Last First Middle

Landline \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/PO Box City State/Zip

Physical Address \_\_\_\_\_  
Street City State/Zip

May we contact you at work? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, work phone: \_\_\_\_\_

Date available for Work? \_\_\_\_\_ Where did you learn of this position? \_\_\_\_\_

Do you have a valid driver's/operator's license? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what state? \_\_\_\_\_

Were you previously employed by Sacred Heart Center? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when and where: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been promoted and/or received awards or other recognition of merit by previous employers? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you capable of performing the essential functions of the job with or without reasonable accommodation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please explain: \_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

High School \_\_\_\_\_  
School City State Last Year Completed Diploma/GED

College \_\_\_\_\_  
School City State Course of Study Degree

College \_\_\_\_\_  
School City State Course of Study Degree

**QUALIFICATIONS**

List any distinctive education, training, licenses, certifications or experience that qualify you for this job: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any distinctive skills related to the job and evidence of how you can demonstrate these: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any distinctive abilities or characteristics that you possess that would make you a suitable candidate: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT**

Present and past employment beginning with the most recent:

1) **Name of Employer** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_

**Type of Business** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Supervisor's Title** \_\_\_\_\_ **Supervisor's Phone** \_\_\_\_\_

**Employment Dates From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Ending Salary:** \_\_\_\_\_

**Summary of Job Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_ **May we contact this employer?** Yes \_\_\_\_\_ No \_\_\_\_\_

2) **Name of Employer** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_

**Type of Business** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Supervisor's Title** \_\_\_\_\_ **Supervisor's Phone** \_\_\_\_\_

**Employment Dates From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Ending Salary:** \_\_\_\_\_

**Summary of Job Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_ **May we contact this employer?** Yes \_\_\_\_\_ No \_\_\_\_\_

3) **Name of Employer** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_

**Type of Business** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Supervisor's Title** \_\_\_\_\_ **Supervisor's Phone** \_\_\_\_\_

**Employment Dates From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Ending Salary:** \_\_\_\_\_

**Summary of Job Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_ **May we contact this employer?** Yes \_\_\_\_\_ No \_\_\_\_\_

# Sacred Heart Center Background Checks



## Background Checks

As part of the Sacred Heart Center hiring process, applicants are required to complete background checks employing tribal, state and federal records. Some of these checks are made employing fingerprints and require basic information; i.e., name, birth date, gender and Social Security number. Fingerprint cards are destroyed after background checks are conducted.

Sacred Hear Center employment is contingent upon the successful completion of the following:

- Review of the National Sex Offender Registry;
- Drug screening;
- Tribal background check;
- State and Federal background checks requiring fingerprints;
- Review of SD DSS Central Registry of Child Abuse and Neglect.

Results of the criminal history do not include juvenile offenses, sealed records or minor traffic violations.

Sacred Heart Center will not employ a person who has been convicted of a crime of violence, a sex offense or trafficking in narcotics. Sacred Heart Center is not prohibited from considering any criminal conviction in making a hiring decision.

## Information Release and Attestations

I, the undersigned, attest that the facts set forth in my application for employment are true and complete. I further certify that I, the undersigned applicant, have personally completed this application. I understand that if employed, false statements or omissions on this application shall be considered sufficient cause for dismissal.

You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies of your choice.

In making this application for employment, I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living.

I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date