



SACRED HEART CENTER

PO BOX 2000
121 Landmark Avenue
Eagle Butte, SD 57625
605-964-6062 / 605-964-6060 fax
Email: info@shconline.org

Received by _____
Date _____

Or apply online at
<https://shconline.bamboohr.com/careers>

Personal Information

Name (Last, First, Middle): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Were you previously employed by the Sacred Heart Center? _____ If so, When? _____

Have you been convicted of a crime in the past 10 years that has not been annulled, expunged, or sealed by the court?
_____ Yes _____ No

If yes, for what and where? *(please answer honestly, regulations require that pre-employment criminal background checks be conducted and does not necessarily exclude you from employment offer)*

Position You Are Applying For

Title: _____ Are you willing to work Full Time? _____ Part Time? _____
If you are applying to volunteer, approx. how many hours per week? _____

Referred by? _____ Date you can start: _____

Education Record

Do you have a High School Diploma or GED? _____

Have you attended college or technical school? _____ If yes, please provide the following details:

Undergraduate College (Name, City, State): _____

Degree Earned: Yes / No If yes, what degree? _____ # of credits: _____

Graduate School (Name, City, State): _____

Degree Earned: _____ # of credits: _____

Additional Undergraduate College (Name, City, State): _____

Course of Study/Degree Earned: _____ # of credits: _____

References (List three people who are not related to you as references.)

Name	Address	Telephone	Years Known
1			
2			
3			

Work History (If you need more space please continue on the back of this sheet)

1- Employer Dates Employed: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Title: _____ Description of Duties: _____

Supervisor's Name and Title? _____ May we contact this person? _____
Reason for leaving? _____

2- Employer Dates Employed: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Title: _____ Description of Duties: _____

Supervisor's Name and Title? _____ May we contact this person? _____
Reason for leaving? _____

3- Employer Dates Employed: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Title: _____ Description of Duties: _____

Supervisor's Name and Title? _____ May we contact this person? _____
Reason for leaving? _____

4- Employer Dates Employed: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Title: _____ Description of Duties: _____

Supervisor's Name and Title? _____ May we contact this person? _____
Reason for leaving? _____

Special Qualifications (Use separate sheet if necessary)

Do you have any special education, training, or experience that would apply to this job?

If yes, explain:

Please list any licenses, certifications, and/or special qualifications you have which might apply to the job.

Please list any job related skills and evidence that would demonstrate these skills (i.e. typing, computer proficiency)

Having reviewed the job description, are there other experiences, skills, or qualifications you have that you wish to mention?

Sign and Certify

The facts set forth in my application are true and complete. I understand that if I am employed by the Sacred Heart Center, any false statement made on this application will be cause for immediate dismissal. I hereby authorize the Sacred Heart Center to make an investigation of me by contacting previous employers or personal references. I understand that no promise or guarantee of employment is being made by the Sacred Heart or its administration when they receive this application.

Signature:

Date: