



BRESCIA UNIVERSITY
APPLICATION FOR EMPLOYMENT
 AN EQUAL OPPORTUNITY EMPLOYER

717 FREDERICA STREET
 OWENSBORO, KENTUCKY 42301
 (270) 685-3131
 www.brescia.edu

PERSONAL

Last Name	First	M I	Maiden/AKA	Date of Application
Current Address		City, State, Zip	Country	Dates of Residence (from-to)
Home Phone () ()	Business Phone () ()	Cell/Message/Other Phone () ()		E-mail Address
Previous Address		City, State, Zip	Country	Dates of Residence (from-to)
Previous Address		City, State, Zip	Country	Dates of Residence (from-to)
Position(s) Desired (<i>DO NOT LIST "ANY"</i>)			Pay Expected	Date Available
Please check all applicable options: Full time _____ Part-Time _____ Temporary Full-Time _____ Temporary Part-Time _____ Casual _____				
Are you authorized to work in the U.S.? Yes ___ No ___ Proof of eligibility to work in U.S. is required upon employment		Are you at least 18 years of age? Yes ___ No ___		Last four digits of your SS#
Do you have any relatives who work for Brescia University? If yes, please give names and relationship:				
How did you learn of this opening?				

EDUCATION

School	Name and Location of School	Course Of Study	No. of Years Completed	Graduated (Yes/No)	Degree or Diploma Received
High School					
College/University					
College/University					
Other (business school, technical school, etc)					

SKILLS (please check skills applicable to position desired)

OFFICE SKILLS Computer ___ Keyboarding ___ Bookkeeping ___ Payroll ___ Others ___	MAINTENANCE SKILLS Custodial ___ Carpentry ___ Plumbing ___ Electricity ___ Grounds ___ Others ___
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JOB RELATED LICENSES OR CERTIFICATES

Type	Exp. Date
Professional Organization Membership(s)	

EMPLOYMENT HISTORY

If you have a resume, you may attach; however, **completion of this section is required.** Attach additional sheets if necessary. **Starting with your present or most recent job, account for all periods of time, unemployment and military service included. (All Applicants Must Account For The Last 10 Years).**

Company Name	From (month/year)	To (month/year)
Address	Starting job title	Ending job title
Supervisor's name and job title	Type of business	Pay Start Ending
Reason for leaving	Phone No. ()	May we contact this employer? Yes ___ No ___
Job title and duties performed in this position		

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MILITARY SERVICE

Complete this section if you served in the U.S. Armed Forces

Branch of Service _____	
Period of Active Duty (Month and Year) From _____ To _____ Date of Final Discharge _____	Describe your duties and any special training
Current rank or rank at discharge Non-Member _____ Active Reserve _____ Inactive Reserve _____ National Guard _____ Other _____ (Specify) _____	

GENERAL INFORMATION

<p>Answer these questions for positions requiring the use of a vehicle: Do you have a valid driver's license? Yes ___ No ___ If yes, please give license number & State _____</p> <p>Do you have a valid Commercial driver's license? Yes ___ No ___ If yes, please give license number & State _____</p> <hr/> <p>Have you ever pled guilty or been convicted of a criminal offense? Yes ___ No ___ (Conviction will not necessarily disqualify applicant from employment) If yes, please list dates, offenses and places:</p>																
<p>Have you ever been terminated or asked to resign from any job you held? Yes ___ No ___ If yes, please explain:</p>																
<p>Please indicate other information you think would be helpful to us in considering you for employment, such as special interests, activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin and disability.)</p>																
<p>Personal References: Do not list relatives or employers.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> <th>Area Code & Phone No.</th> <th>Occupation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Address	Area Code & Phone No.	Occupation	1.				2.				3.			
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2.																
3.																

APPLICANT'S AGREEMENT AND CERTIFICATION

All material received through the application process becomes the property of Brescia University and will not be returned. I understand and agree that any relevant and material misrepresentation made on this application (including resume) will justify immediate dismissal if hired.

I authorize Brescia University and/or their licensed agents to make any and all necessary and appropriate investigations to verify information in this application, including a check of criminal records, educational credentials, and work experience. I understand that references are obtained in confidence, and I waive my rights to view any reference(s) received by Brescia University and release providers of information from all liability in responding to inquiries about me.

I understand that if hired by the employer, my employment may be terminated at any time by me or the employer with or without cause. I understand that no representative of the University has any authority to enter into an agreement for employment for any specified period of time. I understand that this application is for only the position indicated in the heading and that Brescia University will not consider this application as active for any other vacancy. I further understand that in no event will this application be considered an active application after 60 days from the date of my signature.

By signing below, I certify that I have read, fully understand and accept all the statements above.

Applicant Signature _____ Date _____

Mission

Brescia University is a Catholic, liberal arts institution founded in the Ursuline tradition of personal and social transformation through education.

Directed to academic and moral excellence in a student centered environment, Brescia offers undergraduate and graduate programs that serve students who seek success through rewarding careers and service to others.

Vision

Brescia University will be nationally known (or recognized or respected) for excellence on two fronts: Excellence in Teaching & Learning with destination programs and excellence in understanding and serving the needs of students, all within the context of the Catholic intellectual and moral tradition.

Philosophy

In affirmation of the principle of academic freedom and with respect for the individual conscience and religious liberty, the University welcomes faculty, staff, and students of all faiths to share in the pursuit of this mission. Brescia University identifies the key concepts of its mission in the following manner:

1) Catholic. As a Catholic institution, Brescia University shares the contemporary church mission to proclaim the gospel, uphold human dignity, participate in God's ongoing creation, and serve others. In fulfilling this church mission, the University seeks to preserve and enrich the Catholic tradition of dialogue between faith and reason in the pursuit of truth in a manner that is open to and respectful of all faith traditions. As an Ursuline institution, Brescia University embodies the Mount St. Joseph core values of community, leadership, justice, and service and seeks to instill these values in its students. Brescia University provides its students with

- a faith community on campus, including Ursuline Sisters, which serves as a basis for pastoral care;
- courses in theology, philosophy, ministry, and spirituality;
- opportunities to participate in the sacramental life of the church on campus;
- opportunities for religious expression and faith enhancement; and
- opportunities to prepare for ministerial service within the church.

2) Liberal Arts. Faithful to the Ursuline academic tradition, Brescia University provides a quality liberal arts education that shapes the whole person and is characterized by the search for truth and beauty. Those educated in the tradition of St. Angela Merici aspire to an independence of spirit, a creative adaptability to change, and openness to life-long learning. Thus, Brescia University seeks a partnership of all its members to impart to its students the knowledge, skills, and values befitting a free, educated person. As articulated in its educational outcomes, Brescia University provides its students with

- General Education requirements that establish a strong foundation for achieving its educational outcomes;
- components in all majors that deepen and refine the achievement of these outcomes; and
- a co-curriculum that complements these liberal arts goals of the General Education requirements and the majors.

3) Career Preparation. While the University enhances the career preparation of its students by providing them with a quality liberal arts education, it also keeps the academic programs in tune with the job market to assure the employability of its graduates. In addition, all academic advisors counsel their majors about career opportunities in their field and prepare them for entry into and growth in those careers. Brescia University provides its students with

- ongoing development and evaluation of academic programs to correspond with employment trends;
- preparation and opportunities for graduate school;
- opportunities for practica and internships; and
- the Career Development Program, which assists students seeking employment or admission to graduate school.

4) Service to Others. Since its founding in Owensboro in 1950, when the Ursuline Sisters began offering classes at the request of the local community, Brescia University has established a history of serving Owensboro and the surrounding region. In keeping with the Ursuline tradition of service and with the gospel call to a life of witness and service, Brescia University provides

- workshops, speakers, and institutes designed to meet community needs;
- clubs, class activities, and majors directed to community service;
- campus resources, including personnel and facilities, to serve the community; and
- support for faculty, staff, and student participation in community and professional organizations.