



APPLICATION FOR EMPLOYMENT

All applicants must provide a complete, current, separate, and signed application for each position applied for. All information except for the signature must be printed or typed.

Today's Date: _____

Position Applying For: _____ Full-time _____ Part-time

_Date Available to Begin Work: _____

_ Name	Last	First	Middle	Social Security Number
Address	Number & Street	City	State	Zip Code
Phone number	Home	Work		

EDUCATIONAL RECORD

High School	School Name and Address	Circle last year completed 9 10 11 12	Major Course	Did you graduate?	Degree or Certification
College or Technical Schools		1 2 3 4			
College or Technical Schools		1 2 3 4			

JOB-RELATED SKILLS

Professional License or Certificate	State of Issue	Expiration Date
State any information you feel may be helpful to us in considering your application.		

EMPLOYMENT RECORD

Start with your present or last job. Include any job-related military assignments.

_ Employer	Address	Type of Business
Job Title:	Dates Employed: From _____ To	
Hourly rate/salary: Starting _____ Final	Full-time _____ Part-time	
Supervisor's name: _____ Telephone Number: _____		
How many people did you supervise?	Work Performed:	
Reason For Leaving:		
Would you prefer for us to call you before we contact this employer? Yes _____ No		

_ Employer	Address	Type of Business
Job Title:	Dates Employed: From _____ To	
Hourly rate/salary: Starting _____ Final	Full-time _____ Part-time	
Supervisor's name: _____ Telephone Number: _____		
How many people did you supervise?	Work Performed:	
Reason For Leaving:		
Would you prefer for us to call you before we contact this employer? Yes _____ No		

_ Employer	Address	Type of Business
Job Title:	Dates Employed: From _____ To	
Hourly rate/salary: Starting _____ Final	Full-time _____ Part-time	
Supervisor's name: _____ Telephone Number: _____		
How many people did you supervise?	Work Performed:	
Reason For Leaving:		
Would you prefer for us to call you before we contact this employer? Yes _____ No		

REFERENCES

Give the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	TELEPHONE NUMBER	YEARS ACQUAINTED	HOW DO YOU KNOW THIS PERSON
1.				
2.				
3.				

GENERAL INFORMATION

Have you ever been convicted of a crime, apart from traffic offenses? If yes, explain.

___ Have you ever been employed by Emory & Henry College. If yes, give dates and departments.

Are you related through family or by marriage to anyone employed by the College? If yes, list name(s) and relationship.

What source referred you to Emory & Henry College for employment? (Please be specific.)

UNDERSTANDING AND ACKNOWLEDGMENT OF TERMS AND CONDITIONS

I understand and agree to the following:

1. To the best of my knowledge, the information on this application is correct and complete. I understand that any misrepresentation or omission of material or references unsatisfactory to the College are sufficient cause for rejection of this application or termination of employment without notice.
2. I understand that the appointment to employment at the College is not continuous and can be terminated at will by the College at any time with or without reason.
3. This application for employment is active until the position applied for has been filled. Any applicant wishing to be considered for other employment with the College must complete a separate application.

Signature of Applicant: _____

Date:

(NOTE: UNSIGNED APPLICATIONS MAY BE REJECTED WITHOUT FURTHER NOTICE.)

