



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
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. _____

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

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

Date:



Background Check
Disclosure, Authorization and Release Form

Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature, I consent to the release of consumer reports and/or investigative consumer reports to Emory & Henry College in conjunction with my job application. I also authorize disclosure to Emory & Henry College and/or to the background check vendor of information concerning my employment history, earning history, education, credit history, credit capacity and credit standing, motor vehicle history and standing, criminal history, and all other information Emory & Henry College deems pertinent by an individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts, the military; credit bureaus; motor vehicle records agencies; and other applicable sources. I hereby release and hold the vendor and Emory & Henry College, its officers; directors, employees, and trustees harmless from any and all liability with respect to the consumer reports, investigative consumer reports, investigations, verifications, and/or the use of any information relevant to my employment.

I understand that if Emory & Henry College hires me, my consent will apply throughout my employment to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to Emory & Henry College, Office of Human Resources. I also understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during, or after my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

The Background Check Disclosure, Authorization, and Release form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by Emory & Henry College.

Disclosure

This form, which you should read carefully, has been provided to you because Emory & Henry College may request consumer reports and/or investigative consumer reports on you from a consumer reporting agency. Emory & Henry College will use any such report(s) solely for employment-related purposes.

Consumer reports and/or investigative consumer reports on you will be obtained by a background check vendor and provided to Emory & Henry College. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: credit reports, Social Security Number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, workers' compensation records, personal and professional references checks, licensing and certification checks, etc. The information contained in these reports may be obtained by the vendor from private and/or public record sources, including sources identified by you on your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

If you are denied employment as a result of information obtained from your background check, Emory & Henry College will furnish you with a summary of your rights under the Fair Credit Reporting Act in a form issued by the Federal Trade Commission entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."

PLEASE PRINT THE FOLLOWING INFORMATION

The following information is requested of all potential College employees. We ask that you provide the following information to protect the integrity of employee credentials and to endure that Emory & Henry College is aware of convictions which might impact the duties and/or functions of the position(s) for which you have applied.

_____		_____		_____	
First Name		Middle Name or Initial		Last Name	
_____		_____			
Date of Birth (MMDDYYYY)		Other Names Known By			
<input type="checkbox"/> Male	<input type="checkbox"/> Female	_____			
		Social Security Number			
_____		_____		_____	
Current Address		City	State	Zip	# Years at Address
_____		_____		_____	
Previous Address		City	State	Zip	# Years at Address
_____		_____		_____	
_____		_____			
Driver's License Number		License State			

Background Information

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean that you cannot be hired, but Emory & Henry College will not hire anyone who lies about any part of the application, including criminal history. Any conviction will be evaluated in relation to the position for which you have applied.)

Yes* No

*If YES, please provide additional information in the space provided below or on an additional sheet.

Applicant Information

I certify that I have given true, accurate and complete information on my application, resume vitae and/or other documents presented as part of the employment selection process. I authorize investigation of all statements made on documents I have provided while seeking employment with Emory & Henry College and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection or disciplinary action or dismissal if I am employed. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position requirements.

_____		_____	
Applicant Signature		Date	