



**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATION FOR EMPLOYMENT**

The information contained herein will be considered confidential together with all attached papers, etc., the property of Washington & Jefferson College

PERSONAL (please print clearly):

NAME _____ SOCIAL SECURITY # _____
Last First

ADDRESS _____
Number & Street Apt. # City State Zip

PHONE NO. _____ ALTERNATE PHONE NO. _____

BEST TIME(S) TO CALL _____ E-MAIL ADDRESS _____

ARE YOU OVER 18 YEARS OF AGE? YES NO DATE OF BIRTH IF UNDER 18 _____

TITLE OF JOB(S) APPLIED FOR:
 Job Title: _____
 Job Title: _____

Your **MINIMUM** salary requirements are (check one): Negotiable **OR** \$ _____ per Hour/Month/Year (circle one)

Do you want to work on a: Full-Time Regular Basis Part-Time Regular Basis (specify days & hours) _____
 Temporary Basis (specify days & hours) _____ (specify type of temporary work) _____

Date available for work: _____ How did you learn about our job opportunities? _____

Are legally authorize to work in the U.S.? Yes No Will you now or in the future, require sponsorship for employment visa status (e.g. H- 1B, TN or other Visa status)? Yes No

College Policy states that relatives shall not be employed where a supervisory relationship would occur. Please list any relatives working here & their relationship to you.

Have you ever been convicted of, or pled guilty to, a crime? Yes No Have you ever been placed on probation or been granted deferred adjudication or deferral of proceedings for a crime? Yes No If you answered yes to any of the above questions, please attach explanation. (Note: The disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

EDUCATION:	Circle last school year completed in each category:							
	Grade School		High School				College	
	1	2	3	4	5	6	7	8
NAME AND ADDRESS OF INSTITUTION	Course or Major Subject (Degree, if any)			Dates Attended		Years Credit	Did You Graduate?	
High School or G. E. D. Program				From	To		Yes	<input type="checkbox"/>
							No	<input type="checkbox"/>
Trade School or Other							Yes	<input type="checkbox"/>
							No	<input type="checkbox"/>
College(s) and/or Graduate School(s)							Yes	<input type="checkbox"/>
							No	<input type="checkbox"/>
							Yes	<input type="checkbox"/>
							No	<input type="checkbox"/>

EMPLOYMENT RECORD: Beginning with your current, or most recent position, list in reverse chronological order all jobs in your work history, or those jobs held within the last 10 years, including temporary jobs. **Please include any specific experience that demonstrates how you meet the minimum requirements for the position(s) for which you are applying.** Minimum requirements are listed on the "Weekly Notice of Position Vacancies." If you were employed under a different name, give name used. If necessary, attach additional pages.

Dates Employed		EMPLOYER		SUPERVISOR		SALARY		
From	To	Name	Address	Phone	Name	Title	Start	End
Your title _____ Describe your duties _____								
All reasons for leaving _____								

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From	To	Name	Address	Phone	Name	Title	Start	End
Your title _____ Describe your duties _____								
All reasons for leaving _____								

It is our procedure to check all references. If you do not wish to have your current employer/supervisor contacted, please check the box below.

Do not contact my present employer.

Comments: _____

SKILLS AND ABILITIES

Please check all of the following that apply:

Computer Skills: Hardware: IBM PC or Compatible Macintosh Other _____
Software: Microsoft Word WordPerfect Version ____
 Excel Pagemaker FileMaker Pro Lotus 1-2-3
 Canvas Powerpoint Other _____ Other _____

Office Skills: Dictaphone Stenotype Shorthand _____ wpm 10 Key Sight/Touch
 Other _____

Accounting: A/P A/R Payroll General Ledger Purchasing

Special Skills: Experience on the Internet Experience using DATATEL

Foreign Languages (specify fluency--reading, speaking, and/or writing): _____

Trade Skills: Check the trades for which you hold licenses, and indicate the type of license for each.

Plumbing _____ Painting _____ Carpentry _____
 Mechanical _____ Masonry _____ HVAC _____
 Electrical _____ Roofing _____ Refrigeration _____
 Stationary Engineer _____ Federal/State Journey Level Trade Papers for _____

Valid Driver's License? No Yes If yes, from what state? _____

Valid Commercial License? No Yes If yes, from what state? _____

Please indicate any other skills and abilities you possess, including licensed or certified membership in a profession or trade (indicate the type of license or certification, and the issuing state). _____

Have you ever applied here before? _____ If yes, give dates and positions sought.

Have you ever been employed here? _____ If yes, give position, department, supervisor and dates.

Have you ever been discharged, fired, or asked to resign from any position? _____ If yes, please explain.

In accordance with applicable federal and state laws, Washington & Jefferson College does not discriminate on the basis of age, race, religion, gender, sexual orientation, disability, national or ethnic origin, or veteran status. I understand that official job offers from Washington and Jefferson College are made by the Employment Office and, unless Human Resources indicates a different procedure, offers made by anyone else should be considered unofficial and invalid.

I hereby certify that the information contained in this application is true and complete. I understand that, if employed, all false statements or omissions on this application are grounds for immediate dismissal. I acknowledge that I may be required to undergo a post offer physical examination prior to beginning employment. I also understand that, if employed, both the College and I will have the right to terminate my employment at any time with or without cause, and that no one has any authority to make any representation or agreement to the contrary.

In signing this employment application, I hereby authorize the College to conduct an investigation of my personal history for purposes of determining my qualifications for employment. Such investigation may include contacting my previous employers and other references listed on this application. I hereby authorize my previous employers and my references to give the College any information concerning my previous employment and any other pertinent information concerning my professional competence, ethics, character, and other qualifications for employment.

I release the College from any and all liability arising from the College's verification of my prior employment history, criminal record, educational record, references, and any other information.

Signature _____ Date Signed _____