

HIRAM COLLEGE
HUMAN RESOURCES
P.O. BOX 67
HIRAM, OH 44234

(330) 569-5109

APPLICATION FOR EMPLOYMENT

It is the policy of Hiram College to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, gender, sexual orientation, religion, national origin, or other protected classification.

PLEASE PRINT

Position(s) Applied For: _____ Date _____

How did you learn of this opening? _____

Are you interested in working: Full-time _____ Part-time _____ Shift Work _____ Temporary _____

Are there any hours, shifts or days you cannot or will not work? _____

Are you willing to work overtime as required? Yes No

Name _____

Address _____

street

city

state

zip

Telephone number _____

Social Security Number _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with Hiram College before? Yes No

If yes, give date _____

Have you ever been employed with Hiram College before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

If not now, when? _____

May we contact your prior employer(s)? Yes No

Are you authorized to work in the U.S. on a unrestricted basis?
(Proof of citizenship or immigration status will be required upon employment) Yes No

On what date would you be available for work?

Are you currently on "lay off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you ever been convicted of a felony within the last 7 years?
(Conviction will not necessarily disqualify an applicant for employment.)

Yes No

If yes, describe conditions:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other legally protected status.

Most Recent Employer	Address	Telephone
Date Started Starting Salary: \$ Per	Starting Position	
Date Left Salary on Leaving: \$ Per	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	

Previous Employer	Address	Telephone
Date Started Starting Salary: \$ Per	Starting Position	
Date Left Salary on Leaving: \$ Per	Position on Leaving	
Name and Title of Supervisor		
Description of Duties		

Previous Employer		Address	Telephone
Date Started Starting Salary: \$ Per		Starting Position	
Date Left Salary on Leaving: \$ Per		Position on Leaving	
Name and Title of Supervisor			
Description of Duties		Reason for Leaving	

Previous Employer		Address	Telephone
Date Started Starting Salary: \$ Per		Starting Position	
Date Left Salary on Leaving: \$ Per		Position on Leaving	
Name and Title of Supervisor			
Description of Duties		Reason for Leaving	

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

EDUCATION	NAME & LOCATION OF SCHOOL	DIPLOMA/ DEGREE	MAJOR
High School			
College/Univ.			
College/Univ.			

Other Training/Education:

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD.

(You may exclude membership which would reveal sex, race, religion, national origin, age, ancestry, handicap or other legally protected status.)

REFERENCES

Give name, address, and telephone number of three references who are not related to you.

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I authorize Hiram College to make an investigation of any of the facts set forth in this application as may be necessary in arriving at an employment decision. I hereby release from all liability or responsibility all persons, educational institutions and systems, law enforcement agencies, companies or corporations supplying such information.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Hiram College is on an "at will" nature, which means that either I or Hiram College can terminate the employment relationship at any time, with or without prior notice, and for any reason. All employment is continued on that basis. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the president of Hiram College.

I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I also understand that I am required to abide by all rules and regulations of Hiram College.

Applicant's Signature _____

Date

HIRAM COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO EXCELLENCE THROUGH DIVERSITY

8/4/00