



Application for Employment

We consider applicants for all position without regard to race, color, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) Applied For: _____ Date of Application _____

The position to which I am applying is: Volunteer position (Not for pay) Paid position

How did you learn of this position? _____

Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Office Phone _____ Cell Phone _____

Email Address: _____ 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 been employed with us before? Yes No

 If yes, give date(s): _____

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in the country because of a Visa or Immigration Status? Yes No

On what date would you be available for work? _____

Are you available to work: Full-Time Part-Time Overtime Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

If selected for employment, are you willing to submit to a pre-employment drug screening test? Yes No

If selected for employment, are you willing to submit to a back-ground check? Yes No

Describe any specialized training, apprenticeship, or skills you have. Also list knowledge of specialized machinery or equipment:

List professional, trade, business or civic activities and offices held:

EDUCATION

School Name (High School, College, Graduate/Professional, etc.)	Location (City, State)	Years Attended	Degree Received	Major

EMPLOYMENT EXPERIENCE*(List Most Recent First)*

1. Employer _____ Job Title _____
 Dates Employed _____ Prior Position Held within Company (if any): _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Job Title _____ Supervisor _____
 Starting Salary _____ Ending Salary _____
 Duties Performed _____
 Reason for Leaving _____

2. Employer _____ Job Title _____
 Dates Employed _____ Prior Position Held within Company (if any): _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Job Title _____ Supervisor _____
 Starting Salary _____ Ending Salary _____
 Duties Performed _____
 Reason for Leaving _____

3. Employer _____ Job Title _____
 Dates Employed _____ Prior Position Held within Company (if any): _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Job Title _____ Supervisor _____
 Starting Salary _____ Ending Salary _____
 Duties Performed _____
 Reason for Leaving _____

4. Employer _____ Job Title _____
 Dates Employed _____ Prior Position Held within Company (if any): _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Job Title _____ Supervisor _____
 Starting Salary _____ Ending Salary _____
 Duties Performed _____
 Reason for Leaving _____

Other training, certifications, or licenses held: _____

List other information pertinent to the employment you are seeking: _____

BUSINESS REFERENCES (Please limit references to co-workers, colleagues, customers and or supervisors):

_____	_____	_____
(Name)		(Phone)
_____	_____	_____
(Address)	(Relationship to Applicant)	(Years known by applicant)
_____	_____	_____
(Name)		(Phone)
_____	_____	_____
(Address)	(Relationship to Applicant)	(Years known by applicant)
_____	_____	_____
(Name)		(Phone)
_____	_____	_____
(Address)	(Relationship to Applicant)	(Years known by applicant)

ACKNOWLEDGMENT AND AUTHORIZATION

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. 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 an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I hereby understand and acknowledge that, should my application be selected for employment, I must successfully complete a background check and drug screen that determines I am able to perform the essential job functions as a condition of employment. It is also subject to your providing appropriate documentation to establish your eligibility to be legally employed in the United States.

I hereby understand and acknowledge that Emmanuel College is a private, Christian institution and The College considers the philosophy and mission of the College and basic qualifications of the applicant paramount in the recruitment and hiring of employees.

Signature of Applicant

Date