## bannershield

# Hampden-Sydney College

## Employment Application

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | |  | | | | | | | | | |  | | | | | | | | |  | Date: | | |  | | | | |
| Last | | | | | | | | | | | | First | | | | | | | | | M.I. | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
| Street Address | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | |  | | |  | | | | | |
| City | | | | | | | | | | | | | | | | | | | | | State | | | ZIP Code | | | | | |
| Phone: | (      ) | | | | | | | | | | | | | | E-mail Address: | | |  | | | | | | | | | | | |
| Date Available: | | |  | | | | | Social Security No.:  (last 4 digits only) | | | | | | |  | | | | | Desired Salary: | | | $ | | | | | | |
| Position Applied for: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | | | YES | | | NO | | If no, are you authorized to work in the U.S.? | | | | | | | | | | YES | | NO | |
| Have you ever worked for Hampden-Sydney College? | | | | | | | | | | | YES | | | NO | | If yes, when? | | |  | | | | | | | | | | |
| Are you 18 years or older? | | | | | | | | | | | YES | | | NO | | Have you ever pled guilty or no contest to, or been convicted of, a felony? | | | | | | | | | | | YES | | NO |
| Do you have a valid driver’s license? | | | | | | | | | | | YES | | | NO | | If yes, provide explanation including jurisdiction: | | | | | | | | | | | | | |
| List any friends or relatives who are current employees: | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **High School:** | | | | | | | | | | | | | Address: | | | |  | | | | | | | | | | | | |
| Did you graduate or receive GED? | | | | YES | | NO | | |  | | | | | | | | | | | | | | | | | | | | |
| **College:** | |  | | | | | | | | | | | Address: | | | |  | | | | | | | | | | | | |
| Did you graduate? | | | | | YES | | NO | | |  | | | Degree: | | | |  | | | | | | | | | | | | |
| **Other:** |  | | | | | | | | | | | | Address: | | | |  | | | | | | | | | | | | |
| Did you graduate? | | | | YES | | | NO | | |  | | | Degree: | | | |  | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list three professional references that will verify your work ethics and demeanor. May not be family members. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | |  | | | | | | | | | | | | | | Relationship: | |  | | | | | | | | | | | |
| Phone: | | (     ) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | |  | |  | | | | | | | | | | | |
| Full Name: | |  | | | | | | | | | | | | | | Relationship: | |  | | | | | | | | | | | |
| Phone: | | (     ) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | |  | |  | | | | | | | | | | | |
| Full Name: | |  | | | | | | | | | | | | | | Relationship: | |  | | | | | | | | | | | |
| Phone: | | (     ) | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Previous Employment | | | | | | | | | | | |
| Company: |  | | | | Phone: | (     ) | | | | | |
| Address: |  | | | | Supervisor: |  | | | | | |
| Job Title: |  | | | | Ending Salary: | $ | | | | | |
| Responsibilities: | |  | | | Dates of Employment: |  |  | | | | |
| Reason for Leaving: | |  | | | May we contact this employer? | | YES | | | | NO |
|  | | | | | | | | | | | |
|  |  | | | |  |  | | | | | |
| Company: |  | | | | Phone: | (     ) | | | | | |
| Address: |  | | | | Supervisor: |  | | | | | |
| Job Title: |  | | | | Ending Salary: | $ | | | | | |
| Responsibilities: | |  | | | Dates of Employment: |  |  | | | | |
| Reason for Leaving: | |  | | | May we contact this employer? | | YES | | | | NO |
|  | | | | | | | | | | | |
|  |  | | | |  |  | | | | | |
| Company: |  | | | | Phone: | (     ) | | | | | |
| Address: |  | | | | Supervisor: |  | | | | | |
| Job Title: |  | | | | Ending Salary: | $ | | | | | |
| Responsibilities: | |  | | | Dates of Employment: |  | | |  | | |
| Reason for Leaving: | |  | | | May we contact this employer? | | | | YES | | NO |
|  | |  | | | | | | | | | |
| Company: |  | | | | Phone: | (     ) | | | | | |
| Address: |  | | | | Supervisor: |  | | | | | |
| Job Title: |  | | | | Ending Salary: |  | | | | | |
| Responsibilities: | |  | | | Dates of Employment: |  | |  | | | |
| Reason for Leaving: | |  | | | May we contact this employer? | | | YES | | NO | |
| \* Special Skills - as they pertain to the job you are applying for \* | | | | | | | | | | | |
| Do you speak, write, or understand any foreign languages, if so what language(s)? | | | | YES | NO |  | | | | | |
| Do you have any special experience, training, qualifications, or skills which you feel make you especially suited for work at Hampden-Sydney College? If so, explain in detail: | | | | | | | | | | | |
| Computer Skills | | | Dates Used | | | Level of Proficiency | | | | | |
| Hardware:  (scanners, printers, etc.) | | |  | | |  | | | | | |
|  | | |  | | |  | | | | | |
|  | | |  | | |  | | | | | |
| Software:  (Word, Excel, etc.) | | |  | | |  | | | | | |
|  | | |  | | |  | | | | | |
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| APPLICANT’S CERTIFICATION AND AGREEMENT | |
| It is the policy of Hampden-Sydney College to consider all applicants for employment based on their qualifications in light of job vacancies. Our company fully complies with all applicable laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age, marital status, or disability.  I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.  You are hereby authorized to make investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. \* Note: The provision of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.  I understand that my employment at Hampden-Sydney College shall be “employment-at-will,” meaning that I have the right to terminate my employment at any time with or without cause and Hampden-Sydney College retains the same right. The only exceptions to such employment-at-will status, if any, shall be contained in a written employment agreement, signed by the President of the College. | |
| Signature: | Date: |

*Thank you for completing this application form and for your interest in employment with us.*