



Employment Application

Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_
Last First M.I.

Address: \_\_\_\_\_
Street Address Apartment/Unit #
City State ZIP Code

Phone: ( ) E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_

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: ( )



**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.*