

Earlham College

Application for Employment

Earlham College is an Equal Opportunity Employer (EOE) that will make reasonable accommodation to enable individuals with disabilities to apply for employment opportunities for which they are qualified. To request accommodation, please contact Human Resources at (765) 983-1393.

Please print legibly or type.

Name: _____ Date: _____
Last First M.I.

Address: _____ Telephone # (____) _____

E-Mail Address: _____

Type of work preferred (check all that apply):

- administrative assistant/clerical
 custodial
 maintenance/trades/grounds
 other _____

Schedule preferred:

- full-time
 part-time
 temporary/seasonal

When could you begin work: _____

Have you worked at Earlham before? YES___ NO___ When? _____

List any relatives or friends working at Earlham: _____

List any skills, experience, licenses/certifications you feel qualify you for a position at Earlham:

Please complete the following information related to your educational background:

	<u>Name & Location</u>	<u>Course/Major</u>	<u>Graduated</u>
High School	_____	_____	Yes / No
College/ University	_____	_____	Yes / No
Vocational School	_____	_____	Yes / No
Other	_____	_____	Yes / No

Complete the following employment history, beginning with your most recent employer:

From: Position(s) held: _____
Company: _____
(mo/yr) Location: _____ Phone No. _____
Type of Business: _____ Department: _____
To: Supervisor's Name & Title: _____
Reason for Leaving: _____
(mo/yr) Starting Wage Rate: _____ Final Wage Rate: _____

From: Position(s) held: _____
Company: _____
(mo/yr) Location: _____ Phone No. _____
Type of Business: _____ Department: _____
To: Supervisor's Name & Title: _____
Reason for Leaving: _____
(mo/yr) Starting Wage Rate: _____ Final Wage Rate: _____

From: Position(s) held: _____
Company: _____
(mo/yr) Location: _____ Phone No. _____
Type of Business: _____ Department: _____
To: Supervisor's Name & Title: _____
Reason for Leaving: _____
(mo/yr) Starting Wage Rate: _____ Final Wage Rate: _____

From: Position(s) held: _____
Company: _____
(mo/yr) Location: _____ Phone No. _____
Type of Business: _____ Department: _____
To: Supervisor's Name & Title: _____
Reason for Leaving: _____
(mo/yr) Starting Wage Rate: _____ Final Wage Rate: _____

If you are currently employed, may we contact your employer? YES _____ NO _____

Please list three references (do not include relatives):

Name	Phone Number	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Smoking of tobacco products on Earlham's campus is severely limited to a few specifically designated smoking areas during rest periods and lunch. Will this restriction pose any problem for you?

YES _____ NO _____ If yes, please explain: _____

Have you had any auto accidents or moving traffic convictions in the past seven (7) years?

YES _____ NO _____ If yes, please explain: _____

Have you ever been convicted of a felony or misdemeanor?

YES _____ NO _____ If yes, please explain: _____

I certify that the information I have given is complete, true, and correct to the best of my knowledge and belief. I further affirm that I have not knowingly withheld any facts or circumstances in completing this application. I consent to references and former employers being contacted regarding this application and agree to release them from any liability. If offered employment, I understand that I must provide proof of my identity and employment eligibility status and agree to do so as required by the Department of Homeland Security.

I understand that as a condition of employment, I may be required to pass a physical examination by a licensed physician selected by Earlham. Furthermore, employment may be contingent upon a credit check, driving history and/or a criminal records check. I understand that any misrepresentation of information by me may cancel this application or be cause for my termination in the event I am employed by Earlham College.

Signature

Date

In the event that you are selected as one of the applicants being seriously considered for a position, the hiring supervisor will contact you to schedule an interview. If you are being considered for an administrative assistant or clerical position, you may be required to take a typing test and/or a series of administrative assistant/clerical skills tests. Any questions on employment at Earlham College, please contact Human Resources at (765) 983-1393.

Earlham College continues to build a community that reflects the gender and racial diversity of the society at large, and, therefore, we are particularly interested in inviting and encouraging applications from African Americans, other ethnic minorities, and women. Earlham also is eager to solicit applications from members of the Religious Society of Friends (Quakers).

Earlham is an Affirmative Action/Equal Opportunity Employer.