

HUMAN RESOURCES

Tel. (518) 388-6108
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 http://www.union.edu



APPLICATION FOR EMPLOYMENT

Union College
 807 Union Street
 Schenectady, New York 12308

(Please Print or Type All Information)

Position Desired: _____ Today's Date: _____

Availability: Full Time College Calendar Day Sunday Wednesday Saturday
 (*✓ Check All That Apply*) Part Time Temporary Evening Monday Thursday Holidays
 Summer Night Tuesday Friday Overtime

Name: _____
 (last) (first) (middle)

Address: _____
 (number and street)

Home Number: () _____ - _____
 Work Number: () _____ - _____

How long have you lived locally? _____ yrs.
 (city) (state) (zip code)

List any name changes, nicknames, etc. which would enable a check of your work record. _____	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", state your age _____.
Have you ever been convicted of, or pled guilty or "no contest" to, a crime or other offense (do not include arrests without convictions or convictions or incarcerations for which the records has been sealed or expunged). <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list the date and nature of the offense: _____ <i>(A conviction record is not an absolute bar to employment)</i>	Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Proof of U.S. citizenship or immigration status will be required upon employment).</i>

U.S. Armed Forces? Yes No
 Branch: _____

If Yes, Dates of Service: From: _____ To: _____
 Did you receive a honorable discharge? Yes No
(A dishonorable discharge is not an absolute bar to employment)

Please describe any affiliation you have or have had with Union College. State whether you were an employee, temporary, student, volunteer or spouse/relative of an employee or student. Include dates where appropriate: _____

EDUCATION (*✓ Check All That Apply*)

LEVEL	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEAR COMPLETED	GRADUATED	DEGREE
<input type="checkbox"/> High School			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> College/Univ.			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> College/Univ.			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Grad. School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

List licenses, certificates and/or special skills (i.e. familiarity with computer software products) that may help us to understand your skills and abilities. _____

EMPLOYMENT HISTORY: List your last three (3) employers, most recent first, volunteer activities and/or military experience. Explain any breaks in employment in the comments section below. *Please complete even if you are enclosing a resume.*

Employer	Dates Employed From: _____ To: _____
Address	Hourly Rate/Salary
Job Title(s)	Supervisor/Reference Contact – Name
Reason For Leaving	Supervisor/Reference Telephone () -
Employer	Dates Employed From: _____ To: _____
Address	Hourly Rate/Salary
Job Title(s)	Supervisor/Reference Contact – Name
Reason For Leaving	Supervisor/Reference Telephone () -
Employer	Dates Employed From: _____ To: _____
Address	Hourly Rate/Salary
Job Title(s)	Supervisor/Reference Contact – Name
Reason For Leaving	Supervisor/Reference Telephone () -

Comments (*Including Explanation of Breaks in Employment*): _____

PLEASE READ CAREFULLY AND SIGN BELOW

I certify to the best of my knowledge that the information provided is accurate and complete and that any material omissions or false statements can be cause for unfavorable consideration and, if employed, can be cause for dismissal. I authorize the College to make reasonable and lawful inquiry regarding my employment history and references and release from all liability or damages, those persons, agencies and organizations who may furnish information in connection with my application for employment. I agree to wear or use such protective clothing or devices as required by the College, and to comply with all work practices, procedures, and rules of conduct. I understand that any offer of employment is contingent upon my satisfactorily meeting employment standards of the College.

Signature

Date

<i>For HR Use Only (Summer & Breaks)</i>	
<i>Referred to:</i> _____	<i>Date:</i> _____
_____	<i>Date:</i> _____
_____	<i>Date:</i> _____
_____	<i>Date:</i> _____
<i>Hired by:</i> _____	<i>Date:</i> _____