



# APPLICATION FOR EMPLOYMENT

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
*Last First Middle*

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 HOME  WORK  CELL

CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_  
 HOME  WORK  CELL

Position applied for \_\_\_\_\_ Expected starting wage \$ \_\_\_\_\_

Have you ever worked for this company under a different name?  Yes  No

Is any additional information relative to a different name necessary to check work record?  Yes  No

If yes, explain \_\_\_\_\_

Are any of your relatives, other than a spouse, already employed by the College?  Yes  No

If yes, list name and relationship \_\_\_\_\_

Are you 18 years old or older?  Yes  No

Are you available for work? (CHECK ONE)  Full-time  Part-time

Have you served in the Armed Forces of the United States or in a State Militia?  Yes  No

If yes, list branch of service \_\_\_\_\_

Have you ever been convicted of a crime (such as DUI or possession of a controlled substance)?  Yes  No

If yes, indicate when, where, and nature of offense \_\_\_\_\_

Are there any felony charges pending against you?  Yes  No

If yes, explain \_\_\_\_\_

## NAME AND ADDRESS OF PERSON TO NOTIFY IN CASE OF ACCIDENT OR EMERGENCY

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
*Last First*

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ (H)

CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_ (W)



PLEASE RETURN COMPLETED APPLICATION (BOTH SIDES) TO:

**DEBBIE BROWN  
HILLSDALE COLLEGE  
33 EAST COLLEGE ST.  
HILLSDALE, MI 49242**

## EDUCATION

HIGH SCHOOL / COLLEGE(S) ATTENDED	NO. OF YEARS	MAJOR COURSES	DIPLOMA / DEGREE

List any other educational courses you have taken that qualify you for this job \_\_\_\_\_

List specific skills that qualify you for this job \_\_\_\_\_

## WORK EXPERIENCE

NAME OF EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ WAGE/SALARY \_\_\_\_\_

ADDRESS \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_

NAME OF EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ WAGE/SALARY \_\_\_\_\_

ADDRESS \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_

NAME OF EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ WAGE/SALARY \_\_\_\_\_

ADDRESS \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_

Who suggested that you apply for a position here? \_\_\_\_\_

### INTERVIEWER COMMENTS

## SIGNATURE

I hereby declare the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application can result in dismissal.

I further acknowledge that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the College or myself.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date