



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? 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 _____
Last First Middle

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