



APPLICATION FOR EMPLOYMENT

Applications must be filled out completely. Incomplete applications will not be considered, and an attached resume will not substitute for a complete application. Please carefully read all questions and clearly print your answers in the space provided. Hillsdale College offers equal employment opportunities to all persons without regard to race, religion, age, sex, color, national origin, ancestry, marital status, disability, uniformed service, union membership, weight, height, genetic information, or other legally protected status. No question on this application is intended to secure information to be used for such discrimination.

This application will be given every consideration for the position to which the applicant has applied; however, completion of the application does not imply that the applicant will be interviewed or employed, nor does it constitute a contract between Hillsdale College and the applicant either for employment or for the provision of any other benefit. Applications will remain active for a period of one year, after which the applicant must reapply.

DATE _____

NAME _____
Last First Middle

ADDRESS _____ PHONE _____ HOME WORK CELL

CITY/STATE/ZIP _____ PHONE _____ HOME WORK CELL

If you cannot be reached at the above phone numbers, where may we contact you?

NAME OF PERSON: _____ PHONE: _____

Position applied for _____ Expected starting wage \$ _____

Have you ever worked for Hillsdale College 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 _____

Do you have any relatives who are current employees of Hillsdale College? Yes No

IF YES, LIST NAME AND RELATIONSHIP _____

Are you 18 years old or older? Yes No Are you legally eligible to work in the United States? Yes No

Are you available for work? (CHECK ONE) Full-time Part-time Are you employed now? Yes No

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 _____

Offers of employment are contingent upon criminal background checks and/or fingerprint results. A conviction will not necessarily disqualify you from consideration. However, failure to fully disclose will result in immediate denial or termination of employment.



PLEASE RETURN COMPLETED APPLICATION (BOTH SIDES) TO:

LISA SPRAGUE, 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 _____

How did you learn of this opening? _____

SIGNATURE

I voluntarily authorize Hillsdale College to make a thorough investigation of my past employment and activities, and I agree to cooperate in such investigation and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I also acknowledge that if I am in need of any reasonable accommodations during the hiring process or ultimately in order to perform the essential functions of the job for which I am applying, I will notify Hillsdale College as soon as possible.

I understand that if I am hired by Hillsdale College my employment relationship is at-will, meaning that either Hillsdale College or I may terminate the employment relationship at any time, with or without notice and with or without cause. I acknowledge that Hillsdale College may alter my position, job responsibilities, shift, and work schedule at its sole discretion. I also understand this provision supersedes any oral or written representations to the contrary unless I have been provided a written contract, signed by the President of Hillsdale College, that specifically states that my employment is not at-will.

I certify that the information given by me in this employment application is true, accurate, and complete. I understand that if I have given any false information on this application or if I have omitted any material facts, I may be disqualified from employment with Hillsdale College, or, if hired, I may be discharged immediately upon discovery of such misrepresentations or omissions.

Signature

Date