



## APPLICATION FOR EMPLOYMENT

*Please complete, print, and sign the application before submitting it to the College.*

*Please be specific and fill in all appropriate blanks.*

### APPLICANT INFORMATION

Position applying for \_\_\_\_\_ Date of application \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street, City, State, Zip

Telephone # \_\_\_\_\_ Cell/Other# \_\_\_\_\_ E-mail address \_\_\_\_\_

- |                                                                                                                                                                                                | Yes                      | No                       | N/A                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| • If you are under 18, and it is required, can you furnish a work permit? If no, please explain.<br>_____                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you ever been employed by Goldey-Beacom College before? If yes, give dates and positions.<br>_____                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| • If offered employment with Goldey-Beacom College, will you be able to provide, within 72 hours of hire, documentation that you are authorized to work for any employer in the United States? | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| • Do you have a valid driver's license?                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| • Please identify any relatives or friends currently employed by Goldey-Beacom College, indicating job title.<br>_____                                                                         |                          |                          |                          |
| • Type of employment desired:    ___ Full-Time    ___ Part-Time    ___ Temporary                                                                                                               |                          |                          |                          |

### EDUCATIONAL BACKGROUND

Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Type of Diploma or Degree
High School				
College/ University				
College/ University				
College/ University				
Other				

**OTHER ACCOMPLISHMENTS**

List awards, honors, skills, and current licenses and/or certifications which you have obtained.

_____	_____
_____	_____
_____	_____
_____	_____

**EMPLOYMENT HISTORY**

Provide the following information regarding all employers, assignments, and volunteer activities in the past 10 years, starting with the most recent. Add additional pages, if necessary.

Current/Most Recent	From	Employer/ Organization		Job Title		
	To	Address				
	Job Responsibilities (List up to two main responsibilities.)					
	Immediate Supervisor, Title, and Telephone #			May we contact for reference?	Yes	No
	Reason for Leaving					

If there is a time gap between the previous and next activities/positions, please explain.

Previous 1	From	Employer/ Organization		Job Title	
	To	Address			
	Job Responsibilities (List up to two main responsibilities.)				
	Immediate Supervisor, Title, and Telephone #				
	Reason for Leaving				

If there is a time gap between the previous and next activities/positions, please explain.

Previous 2	From	Employer/ Organization		Job Title	
	To	Address			
	Job Responsibilities (List up to two main responsibilities.)				
	Immediate Supervisor, Title, and Telephone #				
	Reason for Leaving				

If there is a time gap between the previous and next activities/positions, please explain.

Previous 3	From	Employer/ Organization		Job Title	
	To	Address			
	Job Responsibilities ( <i>List up to two main responsibilities.</i> )				
	Reason for Leaving				

**If there is a time gap between the previous and next activities/positions, please explain.**

Previous 4	From	Employer/ Organization		Job Title	
	To	Address			
	Job Responsibilities ( <i>List up to two main responsibilities.</i> )				
	Reason for Leaving				

**If there is a time gap between the previous and next activities/positions, please explain.**

Previous 5	From	Employer/ Organization		Job Title	
	To	Address			
	Job Responsibilities ( <i>List up to two main responsibilities.</i> )				
	Reason for Leaving				

**If there is a time gap between the previous and next activities/positions, please explain.**

Previous 6	From	Employer/ Organization		Job Title	
	To	Address			
	Job Responsibilities ( <i>List up to two main responsibilities.</i> )				
	Reason for Leaving				

**REFERENCES**

List current and former co-workers, colleagues and/or professional acquaintances not related to you and who were not listed previously, who can provide first-hand knowledge of your qualifications, abilities, and credentials.

Name	Occupation and Title	Telephone	Years Known

**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work with Goldey-Beacom College is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the College’s service, whenever it is discovered.

I expressly authorize, without reservation, the College, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, resumé, or job interview. I hereby waive any and all rights and claims I may have against the College, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the College does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application will be retained and considered for at least six months. At the conclusion of that time, if I have not heard from the College and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that employment with Goldey-Beacom College is “at-will” and that I am free to resign at any time, with or without cause and without prior notice, and the College reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the College (other than its President) is authorized to make any assurances to the contrary, and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the President of Goldey-Beacom College.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form and present such proof(s).

Finally, I acknowledge that, as a condition of my employment, Goldey-Beacom College will require that I acknowledge, understand, and adhere to specific policies and procedures of Goldey-Beacom College.

**DO NOT SUBMIT THIS APPLICATION UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

By submitting this application, I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_ Date

\_\_\_\_\_ *Sign here if you are printing the application to mail or fax. To attach the application to an email, first save it as a file using your last name. A signature may be requested at a later date.*

Equal access to programs, services, and employment is available to all persons. Those applicants requiring a reasonable accommodation during the application or interview process should notify a representative of the Human Resources Department.