



Human Resources

Date of Application _____

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

"Saint Mary's College has a strong institutional commitment to diversity and seeks applications from historically underrepresented racial and ethnic minority groups, those who have had multicultural experience, and those who can demonstrate a commitment to diversity."

Please Print

Last Name _____	First _____	Middle _____	Social Security # _____
Address _____		City _____	State _____ Zip _____ Telephone Number _____

Position Applied for:	1 st Choice _____	Salary Expected _____	Per Hour – Week – Month – Year (circle one)
	2 nd Choice _____	Salary Expected _____	Per Hour – Week – Month – Year (circle one)

How did you learn that the job was available? _____ Date Available for Work? _____

Are you applying for: _____ Full-time _____ Part-time _____ On-call	What shift will you work: _____ Days _____ Evenings _____ Nights	Circle days of week you <u>cannot</u> work S M T W Th F S	Are you under age 18? _____ Are you 18 or over? _____
May we contact your present employer? _____ Yes _____ No	Do you have the legal right To live and work in U.S.A.? _____ Yes _____ No	Are you willing to work weekends and/or holidays as scheduled? _____ Yes _____ No	

OFFICE/CLERICAL APPLICANTS ONLY (Typing tests will be administered)	Typing _____ Yes _____ No	Words per Minute _____	Shorthand/Dictation Skills _____ Yes _____ No
	Personal Computer _____ Yes _____ No		Excel Spreadsheet _____ Yes _____ No
	Microsoft Word _____ Yes _____ No		SCT Banner _____ Yes _____ No
	Other Software with which you are proficient: _____		

EMPLOYMENT HISTORY – List current position first and your name during that employment (include Military Service):

COMPANY	FROM Mo/Yr	TO Mo/Yr	TITLE & DUTIES	LAST SALARY	REASON FOR LEAVING
Name: _____ Address: _____ Supervisor: _____ Phone: _____			Your name at that time: _____	\$ _____	
Name: _____ Address: _____ Supervisor: _____ Phone: _____			Your name at that time: _____	\$ _____	
Name: _____ Address: _____ Supervisor: _____ Phone: _____			Your name at that time: _____	\$ _____	

EDUCATION HISTORY

SCHOOL	NAME AND ADDRESS OF SCHOOL	Did you Graduate?	Diploma or Degree Received	Subject of Specialization
Elementary				
High School				
College/Nursing School				
Specialized Training				

ADDITIONAL INFORMATION

PROFESSIONAL REFERENCES (Not Relatives)	NAME	ADDRESS/CITY STATE ZIP	PHONE	OCCUPATION

Have you ever been employed by Saint Mary's College? _____ Yes _____ No Under what name? _____
 When? _____ In what capacity? _____

EMPLOYMENT AGREEMENT

I understand that this application for employment and any other College documents are not contracts of employment, and that any person who is hired may voluntarily leave his or her employment upon giving proper notice, and may be terminated by the College at any time and for any reason. I understand that any oral or written statements to the contrary by agents of the College are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I further understand that any false statements made as a part of this application will be sufficient cause for dismissal. I also grant permission to the authorities of this institution to investigate my references, conduct a criminal background and/or credit report check or obtain assistance in conducting such checks and release said institution from any and all liability resulting from such investigations. I consent to any and all medical and physical examinations required by this institution. I authorize the release of reference information on my work by this institution. If Saint Mary's College intends to use any information obtained through a criminal background and/or a credit report check in whole or in part in making an adverse employment decision, Saint Mary's College will provide you with 1) a copy of your criminal background and/or credit report and 2) a written summary of your rights under the Fair Credit Reporting Act before making the adverse decision.

Date _____ Written Signature of Applicant _____