



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$
(last 4 digits only)

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Hampden-Sydney College? YES NO If yes, when?

Are you 18 years or older? YES NO Have you ever pled guilty or no contest to, or been convicted of, a felony? YES NO

Do you have a valid driver's license? YES NO If yes, provide explanation including jurisdiction:

List any friends or relatives who are current employees:

Education

High School: Address: _____

Did you graduate or receive GED? YES NO

College: Address: _____

Did you graduate? YES NO Degree: _____

Other: Address: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references that will verify your work ethics and demeanor. May not be family members.

Full Name: _____ Relationship: _____

Phone: () _____

Full Name: _____ Relationship: _____

Phone: () _____

Full Name: _____ Relationship: _____

Phone: () _____

Previous Employment

Company:	Phone: ()
Address:	Supervisor:
Job Title:	Ending Salary: \$ <small>Begin</small> <small>End</small>
Responsibilities:	Dates of Employment:
Reason for Leaving:	May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>

Company:	Phone: ()
Address:	Supervisor:
Job Title:	Ending Salary: \$ <small>Begin</small> <small>End</small>
Responsibilities:	Dates of Employment:
Reason for Leaving:	May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>

Company:	Phone: ()
Address:	Supervisor:
Job Title:	Ending Salary: \$ <small>Begin</small> <small>End</small>
Responsibilities:	Dates of Employment:
Reason for Leaving:	May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>

Company:	Phone: ()
Address:	Supervisor:
Job Title:	Ending Salary: <small>Begin</small> <small>End</small>
Responsibilities:	Dates of Employment:
Reason for Leaving:	May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>

* Special Skills - as they pertain to the job you are applying for *

Do you speak, write, or understand any foreign languages, if so what language(s)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
---	------------------------------	-----------------------------	--

Do you have any special experience, training, qualifications, or skills which you feel make you especially suited for work at Hampden-Sydney College? If so, explain in detail:

Computer Skills	Dates Used	Level of Proficiency
Hardware: <small>(scanners, printers, etc.)</small>		
Software: <small>(Word, Excel, etc.)</small>		

APPLICANT'S CERTIFICATION AND AGREEMENT

It is the policy of Hampden-Sydney College to consider all applicants for employment based on their qualifications in light of job vacancies. Our company fully complies with all applicable laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age, marital status, or disability. Hampden-Sydney College is a Drug-Free Workplace.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

You are hereby authorized to make investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. * Note: The provision of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.

I understand that my employment at Hampden-Sydney College shall be "employment-at-will," meaning that I have the right to terminate my employment at any time with or without cause and Hampden-Sydney College retains the same right. The only exceptions to such employment-at-will status, if any, shall be contained in a written employment agreement, signed by the President of the College.

Signature:

Date:

Thank you for completing this application form and for your interest in employment with us.