



# CULVER-STOCKTON COLLEGE

## Application For Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT)

Date of Application \_\_\_\_\_

POSITION(S) APPLIED FOR \_\_\_\_\_

REFERRAL SOURCE:  Advertisement  Friend  Relative  Walk-In

### PERSONAL

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Are you available to work  Full time  Part-time  Shift Work  Temporary  
 Are you employed now?  Yes  No May we contact your present employer?  Yes  No  
 Are you on a lay-off and subject to recall?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
 (Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No (Proof of Citizenship or immigration status required upon employment.)

Give name, address and telephone number of three references who are not related to you and are not previous employers.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### JOB INTEREST

Have you filed an application here before?  Yes  No If Yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If Yes, give date \_\_\_\_\_

Name of relatives employed by College \_\_\_\_\_

Salary expected (per month) \_\_\_\_\_ Date available for work \_\_\_\_\_

### EDUCATION

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study:				

Honors Received:

\_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT EXPERIENCE.** Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex, or national origin.

1. Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Month/Year Month/Year  
Employer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip Code  
Type of Business: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Briefly Describe Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Month/Year Month/Year  
Employer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip Code  
Type of Business: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Briefly Describe Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Month/Year Month/Year  
Employer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip Code  
Type of Business: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Briefly Describe Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS.** Describe special skills, training, and qualifications acquired from employment or other experience.

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S STATEMENT.** I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Culver-Stockton College.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

SEND TO: Administration and Finance Office, Henderson 208, Culver-Stockton College, One College Hill, Canton, MO 63435