



Human Resources
198 College Hill Road
Clinton, NY 13323

Application for Employment

General Instructions

Please complete all sections of this application. If you need assistance with this form, or with any phase of the employment process, every reasonable effort will be made to accommodate your needs upon request.

All qualified applicants will receive consideration without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other basis upon which discrimination is prohibited by municipal, state or federal law. Hamilton College is an affirmative action, equal opportunity employer and is committed to diversity in all areas of the campus community.

Personal Information

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Social Security No. (optional)</i>	<i>Phone (Home)</i>	<i>Alternate Phone</i>
<i>Current Address</i>	<i>Street</i>	<i>City/Town</i>		<i>State</i>	<i>Zip</i>
<i>Is there any information we would need about your name (such as if you have used another name) for us to be able to check your work record? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain:</i>				<i>Email address:</i>	
<i>Are you 18 years of age or older?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If hired, can you prove that you are eligible for employment in the United States?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>Have you ever been convicted of a felony?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes Explain:		

Position Information

<i>Have you ever applied for employment with Hamilton College?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, month and year:	<i>Have you ever worked for Hamilton College?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, when and position(s) held:
<i>Position Desired:</i>	<i>Are you available for (check all that apply):</i> <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary
<i>Minimum starting wage required: \$ _____ per</i>	<input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Holidays
<i>When are you available to start work? (Please give date, if possible)</i>	<i>Are you able to travel if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>
<i>What days/hours are you available to work?</i>	<i>Are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>
<i>If driving is a requirement of the job for which you are applying, do you have a current, valid driver's license?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please indicate type of license: _____</i>	<i>Referred by:</i> <input type="checkbox"/> Ad in _____ <input type="checkbox"/> Current Employee/Name: _____ <input type="checkbox"/> Former Employee/Name: _____ <input type="checkbox"/> Other person/Name: _____ <input type="checkbox"/> Employment Agency <input type="checkbox"/> Hamilton College web site <input type="checkbox"/> Walk-in/self <input type="checkbox"/> Other:

Employment History (Previous 10 Years) Include any previous employment at Hamilton College.

You must complete each part of this section, even if you are submitting a resume with your application. Please provide, on the back of this application, any information regarding additional employment/experience not listed below.

<i>Name of Current/Most Recent Employer</i>		<i>Location (Address, City, State, Zip)</i>		<i>Phone</i>	
<i>Date Started</i>	<i>Starting Wage</i> \$ _____ per: <input type="checkbox"/> hour <input type="checkbox"/> year		<i>Starting Position Title</i>		<i>Ending/Current Position Title</i>
<i>Date Left</i>	<i>Ending/Current Wage</i> \$ _____ per: <input type="checkbox"/> hour <input type="checkbox"/> year		<i>Supervisor Name and Title</i>		<i>Reason for Leaving</i>
<i>Responsibilities:</i>			<i>Is this your current employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
			<i>May we contact this employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
			<i>If No, please explain:</i>		

<i>Name of Employer</i>		<i>Location (Address, City, State, Zip)</i>		<i>Phone</i>	
<i>Date Started</i>	<i>Starting Wage</i> \$ _____ per: <input type="checkbox"/> hour <input type="checkbox"/> year		<i>Starting Position Title</i>		<i>Ending/Current Position Title</i>
<i>Date Left</i>	<i>Ending/Current Wage</i> \$ _____ per: <input type="checkbox"/> hour <input type="checkbox"/> year		<i>Supervisor Name and Title</i>		<i>Reason for Leaving</i>
<i>Responsibilities:</i>			<i>Is this your current employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
			<i>May we contact this employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
			<i>If No, please explain:</i>		

<i>Name of Employer</i>		<i>Location (Address, City, State, Zip)</i>		<i>Phone</i>	
<i>Date Started</i>	<i>Starting Wage</i> \$ _____ per: <input type="checkbox"/> hour <input type="checkbox"/> year		<i>Starting Position Title</i>		<i>Ending/Current Position Title</i>
<i>Date Left</i>	<i>Ending/Current Wage</i> \$ _____ per: <input type="checkbox"/> hour <input type="checkbox"/> year		<i>Supervisor Name and Title</i>		<i>Reason for Leaving</i>
<i>Responsibilities:</i>			<i>Is this your current employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
			<i>May we contact this employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
			<i>If No, please explain:</i>		

<i>Name of Employer</i>		<i>Location (Address, City, State, Zip)</i>		<i>Phone</i>	
<i>Date Started</i>	<i>Starting Wage</i> \$ _____ per: <input type="checkbox"/> hour <input type="checkbox"/> year		<i>Starting Position Title</i>		<i>Ending/Current Position Title</i>
<i>Date Left</i>	<i>Ending/Current Wage</i> \$ _____ per: <input type="checkbox"/> hour <input type="checkbox"/> year		<i>Supervisor Name and Title</i>		<i>Reason for Leaving</i>
<i>Responsibilities:</i>			<i>Is this your current employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
			<i>May we contact this employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
			<i>If No, please explain:</i>		

Education and Training – If still in school, please indicate level of education completed to date.

	<i>School Name and Location</i>	<i>Degree Earned</i>	<i>Course of Study</i>
<i>High School</i>		<input type="checkbox"/> None <input type="checkbox"/> Diploma <input type="checkbox"/> GED	
<i>Business/Trade/Technical</i>		<input type="checkbox"/> None <input type="checkbox"/> List:	
<i>College</i>		<input type="checkbox"/> None <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor	
<i>Graduate Studies</i>		<input type="checkbox"/> None <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	

Additional training and or qualifications for employment at Hamilton College:

References

Please provide the following information for three individuals, not related to you, who are familiar with your job qualifications, such as current or previous employers, supervisors and/or instructors.

<i>Name</i>	<i>Relationship</i>	<i>Address, including email</i>	<i>Phone</i>
1.			
2.			
3.			

Applicant Statement – Please read and sign and date below.

I certify that the answers given herein are true and complete to the best of my knowledge. In the event I am hired by Hamilton College, I realize that any misrepresentation in the information submitted or any intentional withholding of essential information called for in this form may result in my immediate dismissal.

I understand that the filing of this application with Hamilton College is a preliminary step to employment. It does not obligate Hamilton College to offer employment, or the applicant to accept employment. An offer of employment, if made, is contingent upon receiving satisfactory background and reference checks as authorized by this statement and any other attachments. I understand that if I receive a contingent offer of employment and I accept the position, I may be required to complete additional information necessary for record keeping requirements. Also, I agree to abide by all Hamilton College policies and procedures as outlined within the Employee Handbook and other documents.

I authorize Hamilton College and/or its agents to check all references from current and previous employers, as well as references and others that may be relevant to my employment or my ability to perform the job for which I have applied. I authorize Hamilton College and/or its agents to verify any of the information furnished in this application including, but not limited to, criminal record history and other background information deemed appropriate by Hamilton College. I authorize all persons, schools, companies, law enforcement authorities and agencies to release any information concerning my background that may be relevant to evaluation of this employment application and I hereby release any such persons, schools, companies, law enforcement authorities and agencies from any liability for damages whatsoever for issuing this information to Hamilton College and/or its agents. Hamilton College will keep all such information confidential except where such information is required to be released by law or order of a court or other authority.

I understand and hereby acknowledge that any employment relationship with Hamilton College is at will, which means that if I am hired, my employment with Hamilton College is not for a fixed period of time and that I may resign at any time and/or that Hamilton College may terminate my employment and compensation at any time.

<i>Applicant Signature</i>	<i>Date</i>
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