



## EMPLOYMENT APPLICATION

Please complete this employment application carefully and completely to assist us in giving you full consideration for employment at Waldorf College.

Position Applying For:	Today's Date
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Inquiry <input type="checkbox"/> Website <input type="checkbox"/> Other:	

### PERSONAL INFORMATION (Please Print)

Last Name	First Name	Middle Name	Are you at least 18 yrs of age? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Address – Street & Apt #			City	State	Zip
Home Phone # - including area code		Cell Phone # - including area code		Are you currently employed?    Yes <input type="checkbox"/> No <input type="checkbox"/> If so, may we call you at work?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
E-mail Address:			Work Phone #:		
Have you attended school or been employed under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No    If so, state name(s) used:					

### EDUCATION INFORMATION

	School Name & Address (City and State)	Graduate (Y/N) / Year	Degree Obtained / Area (...BS / Bus Admin)
High School			
College(s)			
Other			

### EMPLOYMENT HISTORY

Employer Name & Address (City/State)	Position Held	Start / End Dates	Supervisor Name & Title	Supervisor Phone #	Reason for Leaving



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**Applicant Name (please print):** \_\_\_\_\_

**Have you ever been employed at Waldorf College?**  Yes  No

**If so, position and department:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Have you ever taken classes at Waldorf College?**  Yes  No

**If so, when?** \_\_\_\_\_.

**Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?**

Yes  No

**Have you ever been convicted of, plead guilty to or no contest to a criminal felony or misdemeanor offense other than a minor traffic violation, such as a speeding ticket?**  Yes  No **If yes:**

**Describe specific offense:**

\_\_\_\_\_

**Describe specific charge for which you were convicted or plead out to:**

\_\_\_\_\_

**Date of conviction:** \_\_\_\_\_

**Disposition (i.e. sentence)** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_.

*A conviction record is not an automatic bar to employment with Waldorf College.*



## EMPLOYMENT APPLICATION

### APPLICANT CERTIFICATION AND AGREEMENT

I CERTIFY that all of the information entered by me on this form and on any other documents submitted in support of my application for employment are true and correct. I understand that I am required to notify Waldorf College of any change in the information I have given on this form and that failure to do so may be considered to be concealment of information. I understand and agree that any misrepresentation or concealment of information, regardless of when it is discovered, will be sufficient grounds for dismissal from or refusal of employment.

I UNDERSTAND THAT any faculty, staff or student user of Waldorf College's facilities or services is required to comply with the Campus Security Act and Sex Crimes Prevention Act of 2002, including self-registration with appropriate State agencies. Failure to comply with this requirement, if applicable to me, may jeopardize my status as a Waldorf employee.

I AUTHORIZE Waldorf College to request, and also authorize and request each former/current employer, education institution, and other persons or references listed, to furnish at any time, any information that may be sought concerning me or my work, habits, character, or skill, or any other data required, whether in connection with my application for employment, or for completion of required background investigations.

I UNDERSTAND THAT in order to ensure the safety of the college's students, faculty, and employees, the College requires the review of current criminal background and drug screening for job finalists. A criminal background check may contain information concerning your past arrests and convictions. A credit check will be required for positions involving financial matters or handling cash and may contain information about your personal financial and credit history. A DMV check will be required for positions involving driving of college vehicles.

Hiring, promotion, reassignment, retention, or other employment decisions may be determined by the outcome of the criminal background and credit reports. Additional criminal background or credit reports may be obtained as part of employment decisions made subsequent to hiring.

I UNDERSTAND THAT employment with Waldorf College is purely voluntary, based upon the consent of the College and the employee. Therefore, this application does not create a contract of employment.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

I AGREE, as a condition of hire, to provide document(s) establishing proof of identity and employment eligibility in compliance with the Immigration Reform and Control Act of 1986, as it may be amended from time to time.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Waldorf College shall not discriminate against any employee, or applicant for employment, because of age, race, religion, color, handicap, gender, physical condition, developmental disability, sexual orientation, national origin, marital status, or military reserve duty.*