

APPLICATION FOR EMPLOYMENT

Please print in ink or type



RANDOLPH COLLEGE

Name _____
Last First Middle

Address _____
No. Street City State Zip

Telephone (Area Code) _____ Cell or other telephone: _____

Are you legally eligible for employment in the USA? Yes No
 (If, yes, verification will be required upon employment per INS requirements.)

EMPLOYMENT DESIRED

Position Applied	Date Available	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer
Have you ever been employed by the College before? Yes / No If yes, please list dates, department and supervisor.	Desired Pay \$ _____	<input type="checkbox"/> Nights <input type="checkbox"/> Weekends

EDUCATION

High School or GED: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name of Institution	Location	Degree Earned	Major or Area of Study	Graduated?	Year

ADDITIONAL DATA

List any skills or qualifications which relate to the position applied for. (Ex. typing speed, professional certifications or licensure, computer software, operating systems, etc.)

Have you been found guilty of any criminal offense other than minor traffic violations? Yes / No If yes, please explain.
Note: A conviction will not necessarily bar you from employment at the College. Each conviction is judged on its own merits with respect to length of time it has been, specific circumstances, seriousness and job related.

EMPLOYMENT HISTORY (Start with present or most recent employment, and attach an additional sheet if needed.)

Name, Address and Phone No. of Employer	Name and Job Title of Supervisor	Dates Employed	Reason for Leaving	Final Salary (excluding bonus and other premium)
		From To		
Your Title and Job Duties		May we contact your present employer? Yes / No		
		From To		
Your Title and Job Duties				
		From To		
Your Title and Job Duties				
		From To		
Your Title and Job Duties				
		From To		
Your Title and Job Duties				

I hereby authorize investigation of all statements contained in this application. I certify that all statements are true and understand that if I am employed, misrepresentation or omission of facts noted on my application/resume shall be considered sufficient cause for termination of employment without notice. I authorize persons, schools, current and previous employers and organizations named in this application to provide Randolph College with any information that may be required to arrive at any employment decision.

In consideration of my employment, I agree to conform to the rules and regulations of this college. No application, brochure, policy statement, procedure, benefit plan, summary, work rules, employee handbook, or any other written or oral communication between the College and its employees is intended to create an employment contract other than an "at will" employment contract. That "at will" employment contract means that both the college and the employee have the right to terminate the employment relationship, without recourse or liability, at any time with or without just cause and with or without notice.

Signature _____ Date _____