



RANDOLPH COLLEGE

2500 RIVERMONT AVENUE • LYNCHBURG, VIRGINIA 24503
www.randolphcollege.edu

Founded as Randolph-Macon Woman's College in 1891

EMPLOYMENT APPLICATION

Please print in ink or type

Name _____
Last First Middle

Address _____
No. Street City State Zip

Telephone (Area Code) _____ Email Address: _____

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 | Full-Time Part-Time Temporary Summer Nights Weekends |
| Have you ever been employed by the College before? Yes No If yes, please list dates, department and supervisor. | Desired Pay \$ _____ | |

EDUCATION

| High School or GED: Yes No | | | | | |
|--|----------|---------------|------------------------|------------|------|
| Name of Institution <small>Post-High School</small> | Location | Degree Earned | Major or Area of Study | Graduated? | Year |
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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 | | | | |
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| Your Title and Job Duties | | | | |
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| Your Title and Job Duties | | | | |
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| 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 _____

Your typed name will serve as your official signature.