

MOUNT HOLYOKESM

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER APPLICATION FOR EMPLOYMENT

Please print plainly

Position(s) applied for _____ Date of application _____ On what date would you be available to work? _____ How did you learn about the position (s) in which you are interested _____ Are you available to work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Fiscal Year (year round) <input type="checkbox"/> Academic year (9/10 months)
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PERSONAL	Full Name: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Last First Middle </div>
	Address: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Street and Number City State Zip </div>
	Day time telephone (____) _____ Evening telephone (____) _____
	May you legally work in the United States <input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you been convicted or adjudicated guilty of a felony within the last 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please explain _____ _____

EDUCATION	Type of Institution	Name of School	Major	Graduated Yes/No	Degree Received
	High School				
	College or University				
	Graduate School or Specialized Training				

We consider applications for all positions without regard to race, color, creed, religion, gender, national origin, age, disability, sexual orientation, marital or veteran status or any other legally protected status.

List your last four employers starting with the most recent. Explain any gaps in employment in comments section below.

EMPLOYMENT HISTORY	Name of Company		Dates Employed: From: mo/yr To: mo/yr		Salary/wk
	Address Street City State Zip				Position Title
	Telephone Number ()		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Immediate Supervisor
	Reason for Leaving _____				
	Describe Job Duties _____				
	Name of Company		Dates Employed: From: mo/yr To: mo/yr		Salary/wk
	Address Street City State Zip				Position Title
	Telephone Number ()		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Immediate Supervisor
	Reason for Leaving _____				
	Describe Job Duties _____				
	Name of Company		Dates Employed: From: mo/yr To: mo/yr		Salary/wk
	Address Street City State Zip				Position Title
	Telephone Number ()		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Immediate Supervisor
	Reason for Leaving: _____				
	Describe Job Duties: _____				
	Name of Company		Dates Employed: From: mo/yr To: mo/yr		Salary/wk
	Address Street City State Zip				Position Title
Telephone Number ()		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Immediate Supervisor	
Reason for Leaving _____					
Describe Job Duties _____					

Comments: {Please explain gaps in employment} _____

Describe any volunteer activities, specialized skills, licenses or apprenticeships relevant to the position in which you are interested. _____

THE FOLLOWING IS TO BE READ AND SIGNED BY ALL APPLICANTS

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief and agree that, if employed, misrepresentation, falsification or omission of facts thereon, may be considered sufficient cause for dismissal, if and when discovered. Furthermore, I understand that just as I am free to resign at any time, the College reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the College has the authority to make any assurances to the contrary.

It is the policy to actively consider applications only for currently vacant positions on the date of application. If you are not selected for the available position, you are encouraged to reapply when other jobs become vacant. Each applicant will be considered for any position for which he or she applies.

- This application is on file for only one (1) year.
- To reactivate or update your application, call or visit the Human Resources Department.
- All applicants for positions, including employees of Mount Holyoke College, may obtain details about open positions from the Human Resources Department, but are requested **NOT TO CONTACT** the department that has an opening in which they are interested, by phone, letter or personal visit, unless specific instructions to the contrary are contained in the posting.
- Applicants selected for interviews will be contacted by the Human Resources Department and/or department with the open position.
- All applicants who want to know the status of their application may contact the Human Resources Department **not earlier than ten (10) days** after the date of their application.

Signature

Date

REFERENCE RELEASE

I hereby authorize the addressed individual, company or institution to furnish Mount Holyoke College, South Hadley, Massachusetts, with any information they have on record or otherwise, and do hereby release the addressed individual, company or individuals connected therewith, including Mount Holyoke College, from all liability for any damage whatsoever incurred in furnishing such information.

Signature

Date

Mount Holyoke College
Human Resources Department
1 Skinner Hall
50 College Street
South Hadley, MA 01075-1453
TEL (413) 538-2503 FAX: (413) 538-3359