



# Application for Employment

We consider applicants for all positions without regard to race, color, sexual orientation, religion, gender, national origin, age, marital or veteran status, the presence of the non-job-related medical condition or disability or any other legally protected status.

Please Print

Date \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
*Last First MI*

Address \_\_\_\_\_  
*Street City State Zip Code*

What position are you applying for? \_\_\_\_\_

How did you learn about us? Advertisement  Friend/Relative  Website  Other \_\_\_\_\_

Do you have any friends or relatives who are currently working for King's College? Yes  No

If yes: Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Are you over the age of 18? Yes  No  If no, can you provide required proof of your eligibility to work? Yes  No

Are you currently employed? Yes  No  Were you previously employed by King's College? Yes  No

On what date would you be available to work? \_\_\_\_\_

Have you ever been convicted of or pled guilty to a felony or misdemeanor? Yes  No   
explain: \_\_\_\_\_

**\*A conviction will not necessarily disqualify you from the job for which you have applied.**

Are you legally eligible for employment in the U.S.A? Yes  No

If hired, you are required to submit proof of work eligibility.

## Education

**High School** \_\_\_\_\_ Years attended \_\_\_\_\_  
*Name Address*

Course of Study \_\_\_\_\_ Did you graduate? Yes  No

**College/Technical School** \_\_\_\_\_ Years attended \_\_\_\_\_  
*Name Address*

Course of Study \_\_\_\_\_ Did you graduate? Yes  No

**Other (Specify)** \_\_\_\_\_ Years attended \_\_\_\_\_  
*Name Address*

Course of Study \_\_\_\_\_ Did you graduate? Yes  No

We Are An Equal Opportunity Employer

(Over)

## Employment History

List below present and past employment, beginning with your most recent. Include job-related service assignments and volunteer activities. You may exclude organizations, which indicate race, color, sexual orientation, religion, gender, national origin, disabilities or other protected status.

**1. Employer:** \_\_\_\_\_ Phone \_\_\_\_\_  
*Name* *Address*

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this employer? Yes  No  Duties Performed \_\_\_\_\_

**2. Employer:** \_\_\_\_\_ Phone \_\_\_\_\_  
*Name* *Address*

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this employer? Yes  No  Duties Performed \_\_\_\_\_

**3. Employer:** \_\_\_\_\_ Phone \_\_\_\_\_  
*Name* *Address*

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this employer? Yes  No  Duties Performed \_\_\_\_\_

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? \_\_\_\_\_

Are you physically/mentally able to perform the duties of the job you are applying for? Yes  No   
If No, what reasonable accommodation could be made? \_\_\_\_\_

### References

(Please give name and telephone number of three references not related to you.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that, if employed, any false statement on this application may result in my dismissal. I further understand that this application is not a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. My employment may be terminated at any time with or without reason or notice by the College or myself. I hereby authorize King's College to investigate my personal history and financial and credit record through any investigation or credit agencies or bureaus of your choice, if job related.

\_\_\_\_\_  
Signature of Applicant

We Are An Equal Opportunity Employer