



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

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