

SAINT ANSELM COLLEGE



1889

HUMAN RESOURCES

100 Saint Anselm Drive
Manchester, New Hampshire
03102-1310
(603) 641-7020

Application for Employment

We are an equal opportunity employer,
dedicated to a policy of non-discrimination in employment.
All employment decisions are made without regard to race, color,
sex, age, marital status, physical or mental disability.

PLEASE PRINT - COMPLETE ALL QUESTIONS

NAME:	LAST	FIRST	M.I.	DATE:
ADDRESS:	CITY		STATE:	ZIP CODE:
HOME PHONE: ()	BUSINESS PHONE: ()			
IF EMPLOYED, CAN YOU PROVIDE PROOF OF U.S. CITIZENSHIP OR OTHER DOCUMENTATION ESTABLISHING ELIGIBILITY FOR EMPLOYMENT IN THE U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>				
ARE YOU AGE 18 OR OVER? YES <input type="checkbox"/> NO <input type="checkbox"/>				
IF NO, CAN YOU FURNISH A WORK PERMIT? YES <input type="checkbox"/> NO <input type="checkbox"/>				
HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, EXPLAIN:				
PLEASE STATE THE NAMES OF RELATIVES CURRENTLY WORKING AT SAINT ANSELM COLLEGE:				
HOW WERE YOU REFERRED TO SAINT ANSELM COLLEGE?				

POSITION DESIRED:	FULL-TIME <input type="checkbox"/>
	PART-TIME <input type="checkbox"/>
SALARY REQUIREMENTS:	HAVE YOU EVER WORKED AT SAINT ANSELM COLLEGE BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, WHEN AND WHERE:

	NAME AND ADDRESS OF COLLEGE OR UNIVERSITY	MAJOR FIELD(S)	DID YOU GRADUATE? (CHECK Box)		DATES ATTENDED FROM TO	NUMBER OF YEARS COMPLETED OR TYPE OF DEGREE RECEIVED
			YES	NO		
HIGH SCHOOL						
BUSINESS, TRADE OR VOCATIONAL SCHOOL						
COLLEGE						
COLLEGE						
ADDITIONAL EDUCATION						

Special training, skills, licenses, or certification: (include office/shop machines, word processor, etc.) _____

WORK HISTORY:

LIST BELOW YOUR WORK HISTORY INDICATING MOST RECENT EMPLOYER FIRST. IT IS IMPORTANT YOU FULLY COMPLETE THIS SECTION EVEN THOUGH A RESUME MAY BE ATTACHED.

CURRENT OR MOST RECENT EMPLOYER:		FROM: MO / YR	TO: MO / YR	BEGINNING SALARY:	FINAL SALARY:
				\$	\$
ADDRESS:		CITY:	STATE:	ZIP:	PHONE NUMBER:
					()
TITLE & RESPONSIBILITIES:					
SUPERVISOR'S NAME:		REASON FOR LEAVING:			
PREVIOUS EMPLOYER:		FROM: MO / YR	TO: MO / YR	BEGINNING SALARY:	FINAL SALARY:
				\$	\$
ADDRESS:		CITY:	STATE:	ZIP:	PHONE NUMBER:
					()
TITLE & RESPONSIBILITIES:					
SUPERVISOR'S NAME:		REASON FOR LEAVING:			
PREVIOUS EMPLOYER:		FROM: MO / YR	TO: MO / YR	BEGINNING SALARY:	FINAL SALARY:
				\$	\$
ADDRESS:		CITY:	STATE:	ZIP:	PHONE NUMBER:
					()
TITLE & RESPONSIBILITIES:					
SUPERVISOR'S NAME:		REASON FOR LEAVING:			
PREVIOUS EMPLOYER:		FROM: MO / YR	TO: MO / YR	BEGINNING SALARY:	FINAL SALARY:
				\$	\$
ADDRESS:		CITY:	STATE:	ZIP:	PHONE NUMBER:
					()
TITLE & RESPONSIBILITIES:					
SUPERVISOR'S NAME:		REASON FOR LEAVING:			

I HEREBY CERTIFY THAT ALL THE ABOVE INFORMATION IS TRUE AND COMPLETE. I UNDERSTAND THAT FALSIFICATION OR OMISSION MAY RESULT IN MY TERMINATION FROM EMPLOYMENT

I AUTHORIZE SAINT ANSELM COLLEGE, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND REPRESENTATIVES, (HEREINAFTER COLLECTIVELY REFERRED TO AS "THE COLLEGE") TO CONDUCT A COMPLETE INVESTIGATION INTO MY ENTIRE EMPLOYMENT HISTORY, INCLUDING MY FITNESS FOR DUTY IN ALL PRIOR EMPLOYMENT, TO INVESTIGATE MY EDUCATION HISTORY; CREDIT HISTORY, CRIMINAL RECORD AND MILITARY RECORD, IF ANY; TO OBTAIN OPINIONS AND REFERENCES REGARDING MY MORAL CHARACTER AND REPUTATION AND TO SOLICIT AND OBTAIN ANY OTHER INFORMATION WHICH THE COLLEGE IN ITS SOLE DISCRETION DEEMS IS NECESSARY TO DETERMINE MY ELIGIBILITY FOR EMPLOYMENT OR FOR THE PURPOSE OF CONFIRMING THE ACCURACY OR COMPLETENESS OF ANY INFORMATION I HAVE PROVIDED TO THE COLLEGE.

SIGNATURE _____

DATE _____