

Mills College Employment Application

DATE COMPLETED: _____

PERSONAL	
Last Name First Middle Initial	
Other Name(s) Used	Home Telephone # ()
Current Address: City State Zip	Business or Message # ()
Position Applying For	Salary Desired
Have you ever been employed by the College before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s) & job title(s)
Do you have any relatives employed by the College? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list name(s) & job title(s)
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	If under 18, do you have a work permit?

EDUCATION			
School	Name of School and Address	Major Studies	Degree
High School			
College/University			
College/University			
College/University			
Vocational, Business, Other			
List Any Professional Designations			
Other Special Knowledge, Skills or Qualifications			

Computer Skills (Hardware/Software)

EMPLOYMENT HISTORY

List the three (3) most recent employers, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in the place of completing the information required on this application.

Employed From Mo / Yr	Employer Name	Supervisor Name	
Employed Until /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From /	Employer Name	Supervisor Name	
Employed Until /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From /	Employer Name	Supervisor Name	
Employed Until /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

GENERAL

Yes No

May we contact your current employer for references?

- If hired, will you be able to work overtime?
- Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? (A **YES** response does not automatically disqualify your application.) If YES, explain (do not include any marijuana related convictions dated more than two years ago.)
PLEASE EXPLAIN: _____

CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by the College, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the College to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the College and will hold the College and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I request; authorize and consent to the procurement of an Investigative Consumer Report and understand that it may contain information about my background; mode of living; character; personal characteristics and general reputation. This authorization in original or copy format shall be valid for one year from the date indicated next to my signature below. According to the *Fair Credit Reporting Act*, I will be notified if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the College is intended to create an employment contract between myself and the College under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the College at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

BY CHECKING THIS BOX YOU INDICATE THAT YOU HAVE READ AND AGREE TO THE STATEMENTS ABOVE: