

# REED COLLEGE

HUMAN RESOURCES ■ 503/517-7608  
3203 SE WOODSTOCK BLVD | PORTLAND, OREGON 97202

More about jobs at Reed: [www.reed.edu/human\\_resources/staffsearch](http://www.reed.edu/human_resources/staffsearch)

We recommend that you save the job application to your desktop. After you complete it, save it again, and attach the saved version to your email to [employment@reed.edu](mailto:employment@reed.edu).

## INSTRUCTIONS:

Each question should be fully and accurately answered. Please complete the application and provide a digital signature.

<b>Position applying for:</b> _____	
Applying for: <input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> temporary <input type="checkbox"/> on call	Salary/wage expectations? _____
Days available: <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT	Date available to start work? _____
Shifts available: <input type="checkbox"/> day <input type="checkbox"/> swing <input type="checkbox"/> night	
Today's date: _____	

## A. GENERAL INFORMATION

Name _____				
Last	First	Middle		
Current address _____				
Number and street		City	State	Zip
Phone number _____				
Daytime		Evening		
Email address _____				

Have you ever been employed by Reed College?  Yes  No

If you are hired, can you provide proof that you are authorized to work in the United States?  Yes  No  
(All persons upon hiring must verify eligibility to be employed in the United States. The proof must be provided within three days after the date of hire.)

Are you 18 years of age or older?  Yes  No

## B. REFERENCES

Please list three professional references that we may contact (work or school related).

NAME	ADDRESS	PHONE NUMBER	OCCUPATION/RELATIONSHIP
		DAY	
		EVENING	
		DAY	
		EVENING	
		DAY	
		EVENING	

## C. EMPLOYMENT HISTORY

Please list employers in consecutive order with present or most recent employer listed first. If self-employed, give firm name and supply business references. If additional space is needed, please attach supplemental information.

You may substitute a résumé if it includes *all* of the information requested.

Employer:	Address:	From: _____ MM/YYYY	To: _____ MM/YYYY
Job title & description of your duties:	Supervisor's name:		
	Title:	Full time (hours per week):	
	Phone: (      )	Part time (hours per week):	
Reason for leaving:			Final salary: \$
If you still work here, may we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer:	Address:	From: _____ MM/YYYY	To: _____ MM/YYYY
Job title & description of your duties:	Supervisor's name:		
	Title:	Full time (hours per week):	
	Phone: (      )	Part time (hours per week):	
Reason for leaving:			Final salary: \$

Employer:	Address:	From: _____ MM/YYYY	To: _____ MM/YYYY
Job title & description of your duties:	Supervisor's name:		
	Title:	Full time (hours per week):	
	Phone: (      )	Part time (hours per week):	
Reason for leaving:			Final salary: \$

## D. EDUCATIONAL BACKGROUND

You may substitute a résumé if it includes *all* of the information requested.

Do you have a high school diploma or GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Schools attended after high school or special training received (list most recent first):

Name of school:	City:	State:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of degree or diploma:	Major subjects:		

Name of school:	City:	State:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of degree or diploma:	Major subjects:		

Name of school:	City:	State:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of degree or diploma:	Major subjects:		

## E. SPECIAL SKILLS & QUALIFICATIONS

Please summarize special skills, qualifications, and professional licenses or memberships relevant to the position applied for.

## F. ADVERTISING SOURCES

Besides Reed's online posting at reed.edu, how did you hear about this employment opportunity?

## G. RELEASE & CONSENT

I certify that all information supplied in this application, and any attached résumé, is complete and correct. Any false, misleading, or incomplete information furnished by me regarding this application may result in the rejection of this application or, if employed, dismissal. In consideration of my employment, I agree to conform to the rules and regulations of Reed College, and further agree that my employment and compensation are at the will of Reed College and can be terminated, with or without cause, and with or without notice, at any time at the option of either Reed College or myself. I understand and agree that these terms can only be modified in writing and signed by the president of Reed College.

I hereby authorize representatives of former employers and educational institutions to furnish verification to Reed College of any information set forth in this application and/or attached résumé. In addition, I hereby agree to hold harmless and to release from all liability all said representatives, employers, and educational institutions from any claims that I may have, or which may arise, against any of them, including Reed College, as a result of their furnishing information to Reed College. I authorize Reed College, should they employ me, to release employment references, if my employment becomes terminated for any reason. I understand that the decision to hire me and my continued employment will be subject to the results of these inquiries.

I have read, understand, and agree with this statement.

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Applicant's signature

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Date

### Notice of Nondiscrimination

Reed does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, veteran status, genetic information, physical or mental disability, family relationship, or on the basis of any other category protected by law. Reed does not consider any of the above attributes in administration of its employment policies, educational policies, admissions policies, scholarship and loan program, and athletic and other school-administered programs. In its policies and actions, Reed will comply with its obligations under state and federal law including Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), Oregon Revised Statutes, and any other applicable law. Inquiries on the application of Title VI, Title IX, the ADA, and Section 504, may be made to Lorraine Arvin, Vice President/Treasurer, Reed College, or to the Office for Civil Rights.