

REED COLLEGE

HUMAN RESOURCES

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Reed College Equal Opportunity Policy Statement:

Equal opportunity at Reed College is the fundamental philosophy that has characterized the college since it was founded. All relationships with the college are based on personal merit. The college will not discriminate on the basis of individual characteristics of race, color, religion, sex, age, disability, veteran status, marital status, sexual orientation or any other characteristic protected by applicable state or federal law.

INSTRUCTIONS:

Each question should be fully and accurately answered. Please print, complete, **sign**, and submit original or scanned application by fax, email, or postal mail. **PLEASE PRINT** legibly or type your responses; a handwritten or digital signature *is required*.

Position applying for: _____			
Applying for: ☐ full time		☐ temporary	Date available to start work? _____
☐ part time		☐ on call	Salary/wage expectations? _____
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

Have you ever been convicted of a felony? (Do not answer "yes" if your official conviction record has been annulled, expunged, or sealed. A past criminal history does not necessarily disqualify an applicant from employment.) ☐ Yes ☐ No

If yes, describe fully:

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? ☐ Yes ☐ 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? ☐ Yes ☐ No
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Schools attended after high school or special training received (list most recent first):

Name of school:	City:	State:	Graduate? ☐ Yes ☐ No
Type of degree or diploma:	Major subjects:		

Name of school:	City:	State:	Graduate? ☐ Yes ☐ No
Type of degree or diploma:	Major subjects:		

Name of school:	City:	State:	Graduate? ☐ Yes ☐ 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

How did you hear about employment opportunities with us?

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.

Applicant's signature

Date