



# AUSTIN COLLEGE

*Austin College does not discriminate on the basis of age, color, disability, national origin, race, religion, gender, gender identity, sexual orientation, or status as a veteran in the administration of its education policies and programs, enrollment policies and practices, and athletics programs, or any other college administered policy, procedure, practice, or program.*

**PLEASE PRINT IN INK**

Last Name	First Name	Middle Name	Last 4 digits of SSN	Date
Address		City/State/Zip	Position applied for or desired:	
Telephone numbers:			May we contact you at your place of employment?	
Work	Area Code: _____ / _____		_____ Yes _____ No	
Home	Area Code: _____ / _____		Email Address: _____	
Other: _____	Area Code: _____ / _____			
Check as appropriate the type of job you are seeking: Full time ___ Part time ___ Temporary ___				
(If hired, can you provide documentation of eligibility (Form I-9) to work in the United States within the first three business days of employment? ___ Yes ___ No)				
Have you previously been employed by Austin College? ___ Yes ___ No			If yes, please complete below:	
Dates: From	To	Department	Name of supervisor	
Do any of your relatives work for Austin College? ___ Yes ___ No			If yes, please complete below:	
Name	Department		Relationship	
Have you been convicted of a felony? ___ Yes ___ No If yes, enter dates and names of convictions. (Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.) _____				
(Background check results are considered in all hiring decisions and are <u>not</u> an automatic disqualification from employment. The following is an excerpt from the Austin College Operational Guide PP8 Background Checks: "The nature and gravity of the offense, the length of time since the conviction and/or completion of the sentence and the nature of the job sought as specified will be considered.")				

### EDUCATION

School name	City	State	Graduated (Yes/No)	Type of Diploma/ Degree Rec'd	Major Area of Study
High School/GED:					
College or University:					
Other (e.g., graduate school, tech school etc.)					

Please list any computer skills, trade or professional organizations of which you are a member, licenses, certifications, and specialized training that you consider significant.

**EMPLOYMENT RECORD**

Present or Last Employer	Name and Address	City/State/Zip	Final Salary	
	Phone Number	Dates Employed:	From	To
	Work Performed			
	Supervisor	Reason for leaving		
Next Previous Employer	Name and Address	City/State/Zip	Final Salary	
	Phone Number	Dates Employed:	From	To
	Work Performed			
	Supervisor	Reason for leaving		
Next Previous Employer	Name and Address	City/State/Zip	Final Salary	
	Phone Number	Dates Employed:	From	To
	Work Performed			
	Supervisor	Reason for leaving		
Next Previous Employer	Name and Address	City/State/Zip	Final Salary	
	Phone Number	Dates Employed:	From	To
	Work Performed			
	Supervisor	Reason for leaving		

**U.S. MILITARY SERVICE**

Branch: _____	Date of Entry: _____	Date of Discharge/Placement on Inactive Duty: _____
Present or Last Rank: _____	Special Training Received: _____	
Types of Duties Performed: _____		Type of Discharge* _____
*A dishonorable discharge, or a discharge under dishonorable conditions, will not necessarily be a bar to employment. The nature and gravity of the offense, the length of time since the conviction and/or completion of the sentence and the nature of the job sought as specified will be considered		

I certify that all employment information I have given is complete, true, and correct to the best of my knowledge. I understand that any misrepresentation of any information by me can void my application, or be a cause for my termination in the event I am employed by the College. I understand that if hired I will be required to complete an I-9 Employment Eligibility Verification. I understand that Austin College will comply with the Fair Credit Reporting Act in connection with its investigation of my background. I further authorize the College or investigative agency acting on the College's behalf to perform reference and background history checks. If employed, I agree to conform to the rules and regulations of Austin College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date