



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: ☐ Work Area Code: _____ / _____ ☐ Home Area Code: _____ / _____ ☐ Other: _____ Area Code: _____ / _____			May we contact you at your place of employment? ☐ Yes ☐ No Email Address: _____	
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 Dates: From _____ To _____ Department _____			If yes, please complete below: Name of supervisor _____	
Do any of your relatives work for Austin College? ☐ Yes ☐ No Name _____ Department _____			If yes, please complete below: 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