



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: _____ / _____ | | | |
| Other: _____ | Area Code: _____ / _____ | | 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 | | | 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* _____ |
| <small>*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</small> | | |

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