



ESTABLISHED 1794

APPLICATION FOR EMPLOYMENT
(AN EQUAL OPPORTUNITY EMPLOYER)

Date:

PERSONAL DATA

Form with fields for Name (last, first, middle), Present Address (number & street, city, state, zip, how long?), Previous Addresses (multiple rows), Social Security Number, (Area Code) Phone Number, and Spouse Occupation.

Are you 18 years old or over? [] Yes [] No

Position you are applying for: [] Full Time [] Part Time
Expected Rate of Pay _____ Date Available for Work _____

Will you work overtime if asked? [] Yes [] No

What days and hours are you available if part time:
Sunday _____ to _____ Monday _____ to _____ Tuesday _____ to _____ Wednesday _____ to _____ Thursday _____ to _____ Friday _____ to _____ Saturday _____ to _____

Have you even been employed by Tusculum College? [] Yes [] No Reason for leaving:

If yes, employment dates:
_____ to _____

Do you have a relative or friend who is employed by Tusculum Collge? [] Yes [] No

Name: _____ Relationship: _____

Are you a U.S. citizen? [] Yes [] No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? [] Yes [] No

Proof of citizenship or immigration status will be required upon employment.



EMPLOYMENT HISTORY - Cont'd.

4. company name	Employment Dates	Kind of work performed and supervisors	Earnings per week, hour or month	Reason(s) for leaving
street	from ____ / ____ month / year	Duties:		
city state zip	to ____ / ____ month / year	Supervisors:		
type business phone number				
5. company name	from ____ / ____ month / year	Duties:		
street	to ____ / ____ month / year	Supervisors:		
city state zip				
type business phone number				
6. company name	from ____ / ____ month / year	Duties:		
street	to ____ / ____ month / year	Supervisors:		
city state zip				
type business phone number				

May we contact the employers listed above? Yes No

If no, please circle the number of the employer you do not wish us to contact. 1 2 3 4 5 6

PERSONAL REFERENCES - Not Relatives or Former Employers

1. name	address	city	state	zip	occupation	phone#
2. name	address	city	state	zip	occupation	phone#
3. name	address	city	state	zip	occupation	phone#
4. name	address	city	state	zip	occupation	phone#

MILITARY SERVICE RECORD (REQUIRED IF APPLYING FOR SAFETY OFFICER POSITION)

Branch of Service _____

Highest Rank Attained _____

Describe duties and special training _____

Are you now a member of:

National Guard Reserve

Other _____

Have you ever been convicted of a crime? Yes No If yes, please explain:

Do you currently have any outstanding charges against you? Yes No If yes, please explain:

In Case of an Emergency Please Notify	name		(area code) phone number	
	number & street	city	state	zip
	personal physician	address	(area code) phone number	

Have you ever been bonded? Yes No If yes, what company?

Have you ever been denied a bond? Yes No If yes, state reason:

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative agencies or bureaus of your work or choice.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable time period to receive additional, detailed information about the nature and scope of any such investigative report that is made. I understand that Tusculum College has the policy of "Employment at Will". The company may terminate employment at any time, for any reason, with or without notice.

Signature of Applicant _____ Date _____

RELEASE STATEMENT

I hereby authorize any investigator of Tusculum College bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my: Education, Law Enforcement Records and Previous Employment History.

I hereby direct you to release such information upon request of the bearer. Further, I hereby release you as the custodian of such records, and any law enforcement agency, school, college, university, or other educational institution, including officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. This release is executed in full knowledge and understanding that the information is for the official use of Tusculum College. Consent is granted for Tusculum College to furnish information described above the third parties in the course of fulfilling official responsibilities.

Signature of Applicant _____ Date _____ Social Security # _____