



Application for Employment

Please print clearly. Answer all sections.

Position desired _____

Expected salary _____

Date of application _____

Date of availability _____

Name _____ Telephone _____

Address _____

Age (only if under 18 and a student) _____

1. Have you ever been employed by or applied for a position with Bard College, under either the same or a different name? yes no If yes, please give application date or employment dates and position held.
2. Are you a citizen of the United States or an alien authorized to work in the U.S.? yes no
3. Have you ever been convicted of a crime (other than motor vehicle violations)? yes no
If yes, please explain. Note that conviction of a crime is not necessarily a bar to employment.

Complete sections 4, 5, and 6 only if the position for which you are applying requires driving.

4. Driver's license number _____

5. Driver's license classification _____

6. Have you been convicted of a motor vehicle violation within the past three years?
 yes no If yes, please specify.

Have you been driving for at least three years? yes no

If no, for how long have you been driving? _____

**Employment
record**

Please provide complete mailing addresses and phone numbers.
Begin with your most recent employment.

May we contact your current employer before offering you a job? yes no

Employer's name _____ Telephone _____

Address _____

Nature of work _____ Position _____

Employed from _____ to _____
Month/Year Month/Year

Name of supervisor _____

Reason for leaving _____

Employer's name _____ Telephone _____

Address _____

Nature of work _____ Position _____

Employed from _____ to _____
Month/Year Month/Year

Name of supervisor _____

Reason for leaving _____

Employer's name _____ Telephone _____

Address _____

Nature of work _____ Position _____

Employed from _____ to _____
Month/Year Month/Year

Name of supervisor _____

Reason for leaving _____

Employer's name _____ Telephone _____

Address _____

Nature of work _____ Position _____

Employed from _____ to _____
Month/Year Month/Year

Name of supervisor _____

Reason for leaving _____

Education

High School _____

Address _____

Attended from _____ to _____ Graduated yes no
Month/Year Month/Year

College _____

Address _____

Attended from _____ to _____ Graduated yes no
Month/Year Month/Year

Degree _____ Major _____ Minor _____

College (if more than one attended) _____

Address _____

Attended from _____ to _____ Graduated yes no
Month/Year Month/Year

Degree _____ Major _____ Minor _____

Graduate institution _____

Address _____

Attended from _____ to _____ Graduated yes no
Month/Year Month/Year

Degree _____ Major _____ Minor _____

Professional certification

Professional license _____ Type _____ Number _____

Date of issuance _____ Expiration date (if applicable) _____

Professional organizations to which you belong _____

References

Please provide complete mailing addresses and phone numbers.

List three (3) professional or business references who are not related to you.

Name _____ Telephone _____

Address _____

Relationship _____

Name _____ Telephone _____

Address _____

Relationship _____

Name _____ Telephone _____

Address _____

Relationship _____

List two personal references who are not related to you.

Name _____ Telephone _____

Address _____

Relationship _____

Name _____ Telephone _____

Address _____

Relationship _____

I attest that all information herein is true and complete to the best of my knowledge.

Agreement

I authorize a College representative to contact references, employers, schools, or other individuals to conduct a professional investigation and inquiry concerning matters related to employment as may be necessary to arrive at a hiring decision. I hereby release employers, schools, and other individuals from all liability in responding to inquiries in connection to my application.

I understand that the contents of this application are provided to express my interest in securing employment with Bard College and that this application does not serve to create an employment contract between Bard College and an applicant or employee, either for employment or regarding any particular term or condition of employment.

In the event of employment, I understand that giving false or misleading information on my application or during an interview may result in discharge. I further understand that accepting employment with Bard College means I agree to accept and adhere to all policies and procedures of the College.

Any offer of employment is subject to compliance under the Immigration and Control Act of 1986. The appropriate verification of identity and right to work in the United States and completion of the I-9 Employment Eligibility Certification are required as documentation. This documentation must be provided within 72 hours after the applicant has been hired; if it is not, the offer of employment is void.

I do do not give my permission to Bard College to use the information I have supplied in the Applicant Data Record for purposes of equal opportunity and affirmative action reporting.

Signature of applicant _____ Date _____

Note: Please review this application for completeness before submitting it. Incomplete applications will not be processed.