



## APPLICATION FOR EMPLOYMENT

Date of Application	First Name	Middle Name	Last Name		
Current Address		City	State	Zip	Telephone Number
Name and Address of Last High School Attended					Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
College or Training School Attended		Dates Attended	Number of Years Attended	Degrees or Certificates Earned & Dates Earned	

**EMPLOYMENT HISTORY – Start with present or last position. Use Blank sheets, if necessary, to list complete history. If ever employed under a name different from your present one, list in remarks section.**

DATES EMPLOYED		EMPLOYER	POSITION			SALARY
From		Institution, Company, or Firm	Title			Starting
Month	Year					Final
To		Address	Duties			\$ _____
Month	Year	City and State				Reason for Leaving
		Immediate Supervisor				
DATES EMPLOYED		EMPLOYER	POSITION			SALARY
From		Institution, Company, or Firm	Title			Starting
Month	Year					Final
To		Address	Duties			\$ _____
Month	Year	City and State				Reason for Leaving
		Immediate Supervisor				
May we contact your present employer?		<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	
Have you worked at Barton in the past?		<input type="checkbox"/>	No	<input type="checkbox"/>	Yes. If yes, complete the following section.	
Dates of Employment	Department	Position		Supervisor	Reason for Leaving	
From:						
To:						

List any special skills that might strengthen your candidacy for a position at Barton College.	
Type of job desired	
Work schedule desired	



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Available date for employment				
Are you related to any Barton College employees? <input type="checkbox"/> No <input type="checkbox"/> Yes. Please list name and relationship				
How were you referred to Barton College for possible employment?				
<input type="checkbox"/> Employment Security Commission	<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Radio Advertisement	<input type="checkbox"/> Private Employment Agency – Which one?	<input type="checkbox"/> Other – Please explain:

Are you a student now? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Have you ever been convicted for the violation of any law other than minor traffic violations? <input type="checkbox"/> No <input type="checkbox"/> Yes. Please list year, location, and nature of the violation and disposition.	
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No. If not a U.S. Citizen or Permanent Resident, what type of Visa do you have?	

List three people not related to you who can provide information about you. Please do not repeat names of supervisors listed in your employment history.			
Full Name	Address	Phone Number	Occupation

Remarks:
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1. I certify that statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or omissions made by me in connection with my application may be grounds for rejection of my application or dismissal after employment.
2. I authorize Barton College to investigate, through whatever means deemed appropriate by the College, any information included in this application and all facts resulting from the investigation. I also authorize Barton to conduct a credit investigation when deemed necessary by the College. Barton is also authorized to use any information obtained from its investigations to determine my suitability for employment. I release Barton from any liability in connection with such investigation.
3. If employed by the College, I agree to abide by the policies, procedures, rules, and regulations of Barton. I acknowledge the College's prerogative of revising, at any time, its policies, procedures, rules and regulations, and I agree to abide and be governed by such revisions.
4. I understand that North Carolina is an employment at will state and that Barton College may terminate my employment for any reason and without notice.
5. I understand that submission of this application does not obligate Barton College in any way.

Signature of Applicant	Date

Barton College is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, creed, sex, or age.