

# COLLEGE OF THE HOLY CROSS

## APPLICATION FOR EMPLOYMENT

*Please print clearly in ink. If you need assistance in completing this Application, please let us know so that we can discuss a reasonable accommodation.*

Name \_\_\_\_\_  
(First) (Middle) (Last)

Permanent Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Number & Street  
 \_\_\_\_\_  
City / State / Zip

Present Address \_\_\_\_\_  
Number & Street  
 \_\_\_\_\_  
City / State / Zip

Do you wish to work:  Full-Time  Part-Time

On what date would you be available to work? \_\_\_\_\_ Salary requirement \_\_\_\_\_

If you are under 18 can you furnish a work permit?  Yes  No

Referred by whom? \_\_\_\_\_

Are you legally authorized to work in the United States?  
 Yes  No  
*(Proof of citizenship or immigration status is required upon employment)*

Have you ever worked for Holy Cross before?  Yes  No

Where? \_\_\_\_\_ When? \_\_\_\_\_

Have you any relatives working or studying at Holy Cross?  Yes  No

If so, name and department \_\_\_\_\_

Member of the U.S. Military Reserves or State Militia?  Yes  No If so, branch \_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor in the past five years?  Yes  No

*(NOTE: "No" may be answered with respect to a first conviction for simple assault, speeding, minor traffic violations, affray or disorderly conduct. An applicant for employment with a sealed record on file with the commissioner of probation may answer "No" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "No" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "No" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services that did not result in a complaint transferred to the superior court for criminal prosecution. A conviction will not necessarily be a bar to employment.)*

If "Yes", please explain \_\_\_\_\_

Person to be notified in case of emergency: Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_ Relationship \_\_\_\_\_

### Personal References

Give names and addresses of three references who are not related to you and are not previous employers, such as family physician, landlord, etc.

References	Telephone	Years Acquainted	How known?	Occupation
Name				
Address	City		State	Zip Code
Name				
Address	City		State	Zip Code

Position Applying for

Date

To be completed by applicant:

Name: (Last, First, MI)

## EDUCATION

High School

*Name* \_\_\_\_\_ *Location* \_\_\_\_\_ *Major* \_\_\_\_\_ *Degree* \_\_\_\_\_

College

*Name* \_\_\_\_\_ *Location* \_\_\_\_\_ *Major* \_\_\_\_\_ *Degree* \_\_\_\_\_

Graduate School  
or other

*Name* \_\_\_\_\_ *Location* \_\_\_\_\_ *Major* \_\_\_\_\_ *Degree* \_\_\_\_\_

Special Training or skills \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any objection to our contacting the institutions that you attended?  No  Yes

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT

**List most recent employment first.**

Include military service assignments and any verifiable work performed on a volunteer basis. Exclude volunteer organizations' names which indicate race, color, religion, sex, age, disability, national origin/ancestry or sexual orientation.

Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_  
*Number* *Street* *City* *State* *Zip*

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_  
*Number* *Street* *City* *State* *Zip*

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_  
*Number Street City State Zip*

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Address \_\_\_\_\_  
*Number Street City State Zip*

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_  
*Number Street City State Zip*

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

