



Employment Application

Stonehill College
Human Resources Department
320 Washington Street
Easton, MA 02357



(508) 565-1105



(508) 565-1499

<http://www.stonehill.edu>

PERSONAL INFORMATION

Name (Please print) _____
First Middle Last

Address _____
Street/Apt. City State Zip Code

Telephone _____
Home Office Other

Have you ever applied for employment at Stonehill College? yes no
If yes, please list: position held _____ / /
month year began month year ended

Are you legally eligible for employment in the United States? yes no
If hired, you must present documentation verifying your identity and authorization to work in the United States in accordance with the Immigration and Reform Act of 1986.

If hired, can you provide a valid social security number? yes no

If you are under 18 years of age will you be able to furnish a Work Permit upon hire? yes no not applicable
(over 18 years old)

GENERAL INFORMATION

Position applying for: _____ Salary desired: _____

Check type of employment desired (check all that apply): Date available to start: _____
 full-time part-time calendar year academic year temporary
 Faculty Administrative Staff Bargaining Unit

If applying for part-time work, please state what hours you are available: _____

Are you currently employed? yes no May we contact your current employer? yes no

Have you ever been convicted of a felony? yes no
Have you ever been convicted of a misdemeanor during the past five years? Exclude first convictions for drunkenness, simple assault, speeding, traffic violations, affray, or disturbing the peace. yes no
If yes to either, please explain on the back of this application.

Statements to Accompany Inquiry Regarding Felony Convictions

"Any applicant for employment with a sealed record on file with the commissioner of probation, you may answer 'no record' to questions about prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer 'no record' 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 which did not result in a complaint transferred to the superior court for criminal prosecution." **As required by Massachusetts General Law's Chapter 276, Section 100A.**

"An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to any inquiry herein relative to prior arrests or criminal court appearances." **As required by Massachusetts General Law's Chapter 276, Section 100C.**

"A conviction record will not necessarily be a bar to employment, and factors such as age and time of offense, seriousness and nature of violations, and rehabilitation will be taken into account." **As recommended by EEOC Guide for Pre-Employment Inquiries.**

How did you learn about employment opportunities at Stonehill College?

- Advertisement Relative Friend Career Services/Placement Office
 Web-site Job Agency Stonehill Employee Walk-in Other

Please specify source: _____

EDUCATIONAL HISTORY

Name and location of school	Field of Study	Years Completed	Degree/Diploma	Did you graduate?
<i>High School</i>				
<i>Undergraduate</i>				
<i>Graduate or Professional</i>				
<i>Other (ie: Vocational or Trade School)</i>				

EMPLOYMENT HISTORY *(Please complete this section even if a resume is provided)*

Please supply a complete full and part-time employment record listing the most recent position first. Include summer and temporary employment, and verified volunteer work. Also account for gaps in employment of one month or more (if additional space is required the back of the application may be used).

Company name and address	Telephone ()
Job title upon departure and brief description of work performed	
Supervisor name and title	May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no
Reason for leaving	Employed (month/year) From: To:
Company name and address	Telephone ()
Job title upon departure and brief description of work performed	
Supervisor name and title	May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no
Reason for leaving	Employed (month/year) From: To:
Company name and address	Telephone ()
Job title upon departure and brief description of work performed	
Supervisor name and title	May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no
Reason for leaving	Employed (month/year) From: To:
Company name and address	Telephone ()
Job title upon departure and brief description of work performed	
Supervisor name and title	May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no
Reason for leaving	Employed (month/year) From: To:
Company name and address	Telephone ()
Job title upon departure and brief description of work performed	
Supervisor name and title	May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no
Reason for leaving	Employed (month/year) From: To:

Have you ever been discharged from employment? yes no If yes, please explain:

SPECIALIZED SKILLS AND TRAINING

Office Support

Microsoft Office Software
Specify: _____

PC MAC
 Other Software: _____

 Typing _____ wpm
 Data Entry
 Switchboard
 Adding machine/calculator
 Shorthand _____ wpm
 Dictating Machine

Groundskeeper

Hoisting Engineer
License Class 2B
 Pesticide Certification
License Applicator
 other _____

Maintenance Person

Appliance Repair
 other _____

Automotive/Equipment

National Automotive Service
Excellence Certification
 other _____

Trades

Licensed by State
 Construction Supervisor's License
 Plumbers and Gas Fitters License
 Journeyman's License
 Master's Electricians License
 Security Systems Contractor's License
 Oil Burners License
 Refrigeration License
 Universal Freon License
 Pipe Fitters License (except gas)
 other _____

General

Valid Massachusetts Drivers License

Campus Police

Training Academy
 other _____

Custodian

Buffing/waxing machine
 other _____

Other professional job related certifications and/or licenses: _____

Are you a member of any job related professional organizations? _____

DISCLOSURE AND APPLICANT CONSENT

I certify that all information on this application and any other material provided by me is true and complete and agree that falsified information, misrepresentation or omissions will disqualify me from consideration for employment and will be considered justification for dismissal whenever discovered. I understand that failure to complete this application in its entirety may remove me from consideration for this position.

Unless otherwise noted, I authorize Stonehill College or its agent to check with all persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanying material, if any) to provide the College with any relevant information that may be required to arrive at an employment decision. I release from liability all persons or companies furnishing such information.

As part of Stonehill College's commitment to programs that protect and promote the health and safety of our employees and students the College has implemented a Pre-Employment Screening Policy for all candidates conditionally offered employment. I agree to a pre-employment drug test and thorough reference and background screenings as required by the position applied for. A satisfactory result may be a condition of employment and if not satisfactory may result in withdrawal of the verbal or written conditional offer of employment.

If the position applied for requires driving in the course of work, I understand that I will be required to possess and maintain a current and valid Massachusetts driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance post-offer, pre-hire and may be required to provide the same documentation on an annual basis thereafter.

My signature below certifies that I have read and understand the above section titled "Disclosure and Applicant Consent Statement", and agree to the terms and conditions outlined in this document. I understand that if I am hired I will be considered an at-will employee, unless issued a personal employment contract, or if subject to a union contract.

Applicant's signature

Date

ADDITIONAL FOOTNOTES TO THE EMPLOYMENT APPLICATION

Statement to accompany inquiry regarding employment record

"Every applicant for employment which requires the applicant to set forth his experience history shall contain a statement that the applicant may include in such history any verified work performed on a volunteer basis." As required by Massachusetts General Laws, Chapter 149: Section 52B.

Regarding Lie Detector Test

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability." As required by Massachusetts General Laws Chapter 149: Section 19B.

Additional space to complete any section of the application and/or provide additional, job related, information in support of the application for employment.