



APPLICATION FOR EMPLOYMENT

Date: _____

Harvey Mudd College is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Equal access to employment, services and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should contact the Human Resources Office.

Please print clearly in ink and complete all information requested.

Name: Last First Middle

Street Address: City State Zip

Previous Address: (Complete only if at current address less than 2 years) City State Zip

Home Phone: () Preferred Contact #: () Email Address: Message Phone: ()

POSITION DESIRED (A separate application must be submitted for each position for which you are applying.)

Position Applying for: Position Number: Salary Requirement: Date Available: Type of Work Desired: Full Time Part Time Either

PERSONAL INFORMATION

If hired, can you submit proof of your legal right to work in the United States? Are you at least 18 years or older? Have you ever worked under or been known by another name? Have you ever worked for any of The Claremont Colleges and/or the Claremont University Consortium? Are any of your relatives or friends presently employed by Harvey Mudd College? Have you ever been discharged from employment, asked to resign, or advised that if you did not resign, your employment would be terminated? Have you ever been convicted by any court of an offense, and/or have you been arrested for a crime for which trial is now pending?

(A plea of guilty or no contest must be reported. You do not need to report the following: [1] minor traffic violations; [2] any arrest or detention that did not result in conviction; [3] any conviction for which the record has been judicially expunged, sealed, or eradicated, such as certain juvenile offense records; [4] any misdemeanor conviction for which probation has been completed and the case has been judicially dismissed; [5] any arrest for which a pretrial diversion program has been successfully completed; or [6] convictions for certain marijuana violations that are more than two years old, per California Labor Code section 432.8.)

[Note: A conviction is not an automatic bar to employment. The nature of the offense, date of offense, the surrounding circumstances and relevance of the offense to the position applied for will be considered.]

EDUCATION AND TRAINING

Type of School	Name and Location	No. of Years Completed	Did You Graduate?	Major & Degree
High School/ GED/CHSPE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade or Technical School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College(s) or University(ies)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you attending school now? Yes No

Name/Course of Study?

SPECIAL SKILLS

Licenses/Certificates

Answer only if position applied for requires a driver's license. Do you have a valid driver's license issued by the State of California?

 Yes No

Keyboarding WPM:

Computer Programs:

Special Equipment:

(Optional)

List language(s) other than English that you

 Speak Read Write Interpret and/or translateDo you have any other experience, training, qualifications or skills which you feel make you especially suited for the position which you are applying? No Yes If yes, please explain.

EMPLOYMENT HISTORY

For the last 10 years, starting with most recent, list each job held and account for all periods of unemployment. Attach additional sheets if necessary.

EMPLOYER: _____ May we contact this employer? Yes No
Address: _____ Phone: _____
Supervisor's Name: _____ Phone: _____
Date Started: _____ Date Left: _____ Starting Salary: _____ Ending Salary: _____
Title or Position: _____
Duties and Responsibilities: _____

Reason for Leaving: _____

Account for periods of unemployment between jobs: _____

EMPLOYER: _____ May we contact this employer? Yes No
Address: _____ Phone: _____
Supervisor's Name: _____ Phone: _____
Date Started: _____ Date Left: _____ Starting Salary: _____ Ending Salary: _____
Title or Position: _____
Duties and Responsibilities: _____

Reason for Leaving: _____

Account for periods of unemployment between jobs: _____

EMPLOYER: _____ May we contact this employer? Yes No
Address: _____ Phone: _____
Supervisor's Name: _____ Phone: _____
Date Started: _____ Date Left: _____ Starting Salary: _____ Ending Salary: _____
Title or Position: _____
Duties and Responsibilities: _____

Reason for Leaving: _____

Account for periods of unemployment between jobs: _____

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Supervisor's Name: _____ Phone: _____

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Title or Position: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

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EMPLOYER: _____ May we contact this employer? Yes No

Address: _____ Phone: _____

Supervisor's Name: _____ Phone: _____

Date Started: _____ Date Left: _____ Starting Salary: _____ Ending Salary: _____

Title or Position: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Account for periods of unemployment between jobs: _____

CERTIFICATION

Important, please read carefully and sign.

I hereby certify that the information on this application and all other information otherwise provided are true and correct. I understand that any misrepresentations or omissions will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the institution or I can terminate the relationship at will, with or without cause, at any time with or without prior notice. I further acknowledge that the only manner in which the "at will" nature of the employment relationship can be altered is by means of a specific written agreement signed by me and the institution's President or designated Vice President.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant's Signature _____ Date: _____

PLEASE PRINT

As an affirmative action/equal opportunity employer, Harvey Mudd College is required to compile summary data on applicants for employment. The College requests your assistance by responding to the following questions. Your decision to respond to the questions is strictly voluntary and will not affect consideration of your application. This form will be kept confidential and separate from all hiring documents and will not be forwarded to the hiring department.

Name: _____ Date: _____

Position Applied for: _____

What is your gender? Male Female Other, please specify _____

Do you consider yourself to be either Hispanic or of Latino origin? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

No, not Hispanic/Latino Yes, Hispanic/Latino

Race (Please select appropriate box or boxes.)

- American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)
- Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.)
- Black or African American (A person having origins in any of the black racial groups of Africa.)
- Native Hawaiian or other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.)
- White (A person having origins in any of the original peoples of Europe, the Middle East or North Africa.)

Where did you learn about this position?

- Harvey Mudd College website
- Harvey Mudd College on-campus job posting
- Referred by someone
- Employment website (please specify) _____
- Newspaper, journal, other publication (please specify) _____
- Other (please specify) _____