



APPLICATION FOR EMPLOYMENT

Date: _____

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 #: ()

Message Phone #: ()

Preferred Contact #: ()

POSITION DESIRED

(A separate application must be provided for each position in which you are interested.)

Position Applying For: _____ Posting Number: _____

Minimum Rate of Pay: _____ Date Available: _____

Type of Work Desired: Full Time Part Time Either

PERSONAL INFORMATION

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in the United States? Yes No

Are you at least 18 years of age or older? If "no," a work permit may be required. Yes No

For reference purposes, have you worked or attended school under a former name? If yes, please list former name(s): Yes No

Have you ever worked for The Claremont Colleges? If yes, which college? Yes No

Are any relatives or members of your household currently employed at this institution? If yes, give full name and position. Yes No

Are you able to perform the essential functions of the position applied for, either with or without reasonable accommodation? Yes No

Have you ever been convicted of a criminal offense (other than convictions relating to marijuana that are more than two years old), and/or arrested for a crime for which trial is now pending. If yes, please explain: Yes No

(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.)

Have you ever been discharged from any employment, asked to resign or advised that if you did not resign, your employment would be terminated? If yes, please explain. Yes No

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:

List Foreign Language(s) (optional):

Speak _____ Read _____ Write _____ Interpret and/or translate _____

Do you have any other experience, training, qualifications or skills, which you feel, make you especially suited for the position applied for?

Yes No 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. You must complete this section even if attaching a résumé.

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: _____

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Title or Position: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Account for periods of unemployment between jobs: _____

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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 I or the institution can terminate the relationship at will, with or without cause, at any time. 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 Chief Executive Officer.

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: _____

HARVEY MUDD

COLLEGE

Applicant Identification Record

Harvey Mudd College is an Equal Opportunity Employer. The federal government under Executive Order 11246 requires the college to report gender and race/ethnic origin of applicants for employment. Completing the form is **voluntary**. If returned, the form will be maintained separately from the employment application. Thank you for your cooperation.

Name: _____ Date: _____

Position Applied For: _____

Gender: _____ Male _____ Female _____ I chose not to disclose

Race/Ethnic Group:

_____ Asian/Pacific Islander	_____ Hispanic/Latino
_____ Black/African-American	_____ American Indian or Alaskan Native
_____ White	_____ Other
_____ (not of Hispanic origin)	

Recruitment Information:

Harvey Mudd College Website

Harvey Mudd College Job Posting (hard copy)
Where (please be specific) _____

Newspaper (please be specific)
Which paper _____
Online or hard copy? _____

Internet (please be specific) _____

Referred by Friend _____

Other (please be specific) _____