



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

375 Church Street
North Adams, Massachusetts 01247-4100
Telephone No: 413-662-5598
Fax No: 413-662-5578

APPLICATION FOR EMPLOYMENT

FACULTY & ADMINISTRATION

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please Print

Date _____

Name _____
Last First Middle Initial

Address _____
Number Street City State Zip Code

Phone No. (_____) _____
Area Code

Position(s) Applied For _____

Referral Source [] Advertisement, specify source _____
[] Friend [] Relative [] Employment Agency [] Other

Have you ever been employed here before? [] Yes Date _____ [] No

Have you ever worked for this institution under a different name? [] Yes [] No
If yes, please specify _____

Have you ever been convicted of a felony? [] Yes [] No
(Conviction will not necessarily disqualify you from employment.)
If yes, please indicate the offense, date and location. _____

If you are not a U.S. citizen, under what type of permit do you have the legal right to work in the U.S.? _____

State briefly why a teaching or administrative position at our institution appeals to you. _____

EDUCATIONAL BACKGROUND

Type of School	Name & Location	Major/Minors	Degree Obtained	Date Degree Received
High School				
College				
Graduate				

List any higher education credit in addition to that required for degrees listed above. _____

List any publications, articles or papers presented, or professional achievements that would support your application. _____

Give name, title, address and phone number of three references not related to you.

Name & Title	Address	Telephone

Administration of polygraph tests to employees or applicants for employment is prohibited by Massachusetts state law. Violations are punishable by civil and criminal penalties. Applicants and employees may not waive this right.

EMPLOYMENT EXPERIENCE

(Please list most recent experience first – include U.S. military service and voluntary activities.)

Name & Address of Employer	Position Held/ Brief description of duties	Dates	
		From	To

Please attach a resume.

May we contact your present employer? Yes No

I hereby certify that the facts set forth herein are true and complete to the best of my knowledge. I understand false or incomplete statements shall be sufficient cause for disqualification or dismissal.

Applicant's Signature

Date

NONDISCRIMINATION POLICY

Massachusetts College of Liberal Arts maintains and promotes a policy of nondiscrimination on the basis of race, sex, sexual orientation, age, disability and veteran status. This policy extends to all rights, privileges, programs and activities, including admissions, employment, financial assistance, and educational programs, and is required by Federal Laws, including Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the regulations thereunder. Inquiries concerning the application of these laws to Massachusetts College of Liberal Arts should be addressed to Marilyn C. Truskowski, Director of Human Resources/Affirmative Action, Massachusetts College of Liberal Arts, 375 Church Street, North Adams, MA 01247-4100.