



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

STAFF

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 any additional information you feel may be helpful in considering your application. \_\_\_\_\_

# EDUCATIONAL BACKGROUND

| Type of School | Name & Location | Course/Major | Degree Obtained | Date Degree Received |
|----------------|-----------------|--------------|-----------------|----------------------|
| Elementary     |                 |              |                 |                      |
| High School    |                 |              |                 |                      |
| College        |                 |              |                 |                      |
|                |                 |              |                 |                      |
|                |                 |              |                 |                      |
| Business/Trade |                 |              |                 |                      |
| Other          |                 |              |                 |                      |

List other licenses and special training related to the position you are seeking. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If applicable to the position you are seeking, indicate other skills, business machines you operate, etc. (include typing speed, or facility with hand tools). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 | Brief description of duties | Dates |    |
|----------------------------|-----------------------------|-------|----|
|                            |                             | From  | To |
|                            |                             |       |    |
|                            |                             |       |    |
|                            |                             |       |    |
|                            |                             |       |    |

Please use a separate sheet of paper if you need more space to complete your employment history.

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.