



LAKE FOREST
COLLEGE

APPLICATION FOR EMPLOYMENT

It is and shall continue to be the policy of Lake Forest College that there shall be no discrimination based on race, sex, color, religion, national origin, handicap or veteran status in any activity or action including, but not limited to, the following: recruitment, selection, hiring, placement, formal & informal training, transfers, promotions & terminations. All wages, salaries & benefits will be administered in conformity with this policy.

P
E
R
S
O
N
A
L

| | | | | | |
|--|--|--|--------|------------------------|-----|
| Last Name | | First | Middle | Social Security Number | |
| Address | | Street | City | State | Zip |
| Home Phone | | Position applying for | | Expected Salary | |
| Part time <input type="checkbox"/> yes <input type="checkbox"/> no | | Full time <input type="checkbox"/> yes <input type="checkbox"/> no | | Date Available | |
| Your response to the next three questions should only indicate your unavailability for reasons other than religious observance or practice. | | | | | |
| Are you willing to work any shift? <input type="checkbox"/> yes <input type="checkbox"/> no Are you willing to work weekends and/or holidays? <input type="checkbox"/> yes <input type="checkbox"/> no Will you work overtime if asked? <input type="checkbox"/> yes <input type="checkbox"/> no | | | | | |
| Have you ever applied here before? <input type="checkbox"/> yes <input type="checkbox"/> no | | When? | | Position? | |
| Are you acquainted with anyone in our employ? <input type="checkbox"/> yes <input type="checkbox"/> no | | Name(s) | | | |
| What prompted you to apply? Employee referral <input type="checkbox"/> Newspaper <input type="checkbox"/> Which one? | | | | | |
| Are you legally authorized to work in the United States and willing to supply documents necessary to prove eligibility? <input type="checkbox"/> yes <input type="checkbox"/> no | | | | | |
| Have you ever been convicted of a crime other than a minor traffic violation? (Conviction will not necessarily disqualify an applicant from employment.) <input type="checkbox"/> yes <input type="checkbox"/> no | | | | | |
| Have you ever been disciplined or discharged for being under the influence of alcohol or drugs or for possession, use, or abuse of alcohol or drugs <input type="checkbox"/> yes <input type="checkbox"/> no | | | | | |

E
D
U
C
A
T
I
O
N

| SCHOOL | NAME AND LOCATION | COURSE OF STUDY | HOW MANY YEARS ATTENDED | CIRCLE LAST YEAR COMPLETED | DID YOU GRADUATE? | LIST AREA OF STUDY OR DEGREE RECEIVED |
|-----------------|-------------------|-----------------|-------------------------|----------------------------|---|---------------------------------------|
| High | | | | 1 2 3 4 | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| College | | | | 1 2 3 4 | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Other (Specify) | | | | 1 2 3 4 | <input type="checkbox"/> yes <input type="checkbox"/> no | |

M
I
L
I
T
A
R
Y
S
K
I
L
L
S

| | |
|--|---|
| Branch of Service: | Highest Rank Held: |
| List duties in the service including special training: | |
| Military Specialty: | Are you a Vietnam era veteran? <input type="checkbox"/> yes <input type="checkbox"/> no |

| | | | | |
|--|--|---------------------------------------|--|---|
| <input type="checkbox"/> Typing W.P.M. _____ | <input type="checkbox"/> Electronic Calculator | <input type="checkbox"/> Typesetting | <input type="checkbox"/> Electrician | <input type="checkbox"/> Housekeeping |
| <input type="checkbox"/> Dictaphone | <input type="checkbox"/> Clerical Work | <input type="checkbox"/> Cashier | <input type="checkbox"/> Carpenter | <input type="checkbox"/> General Maintenance |
| <input type="checkbox"/> Shorthand | <input type="checkbox"/> Mail Clerk | <input type="checkbox"/> Copy Machine | <input type="checkbox"/> Painter/Plasterer | <input type="checkbox"/> Press Operator |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Payroll | <input type="checkbox"/> Switchboard | <input type="checkbox"/> Plumber | <input type="checkbox"/> Engineer/Boiler Room |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Computer Entry | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Grounds Keeper | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Word Processor | <input type="checkbox"/> Mimeograph | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Security Officer | <input type="checkbox"/> Other _____ |

List any other special skills, training, work experience or factors you feel are pertinent to this application.

E
M
P
L
O
Y
M
E
N
T
H
I
S
T
O
R
Y
S
I
G
N
A
T
U
R
E

| | | | |
|---|---------------------------------------|---|--|
| Company Name | | Dates employed From (Month/Year) To (Month/Year) | |
| Address (Street, City, State, Zip Code) | | | Phone |
| Position Title | Immediate Supervisor's Name and Title | | May be Contacted <input type="checkbox"/> yes <input type="checkbox"/> no |
| Job Description (Duties) | | | |
| Reason for Leaving | Starting Salary \$ | Final Salary \$ | |

| | | | |
|---|---------------------------------------|---|--|
| Company Name | | Dates employed From (Month/Year) To (Month/Year) | |
| Address (Street, City, State, Zip Code) | | | Phone |
| Position Title | Immediate Supervisor's Name and Title | | May be Contacted <input type="checkbox"/> yes <input type="checkbox"/> no |
| Job Description (Duties) | | | |
| Reason for Leaving | Starting Salary \$ | Final Salary \$ | |

| | | | |
|---|---------------------------------------|---|--|
| Company Name | | Dates employed From (Month/Year) To (Month/Year) | |
| Address (Street, City, State, Zip Code) | | | Phone |
| Position Title | Immediate Supervisor's Name and Title | | May be Contacted <input type="checkbox"/> yes <input type="checkbox"/> no |
| Job Description (Duties) | | | |
| Reason for Leaving | Starting Salary \$ | Final Salary \$ | |

| | | | |
|---|---------------------------------------|---|--|
| Company Name | | Dates employed From (Month/Year) To (Month/Year) | |
| Address (Street, City, State, Zip Code) | | | Phone |
| Position Title | Immediate Supervisor's Name and Title | | May be Contacted <input type="checkbox"/> yes <input type="checkbox"/> no |
| Job Description (Duties) | | | |
| Reason for Leaving | Starting Salary \$ | Final Salary \$ | |

READ

ACKNOWLEDGMENT, CERTIFICATION AND WAIVER

READ

I am applying for employment at Lake Forest College. Lake Forest College is an at-will employer and neither the College nor the applicant is bound by an employment contract or a commitment of employment for a definite period of time, and the rights of either party to terminate the employment relationship are not limited. Acceptance of this application does not constitute a contract of employment and no representative of the College other than the President has any authority to enter into any agreement for employment for any specified period of time. I authorize Lake Forest College to obtain information regarding my personal background, financial history, previous employment, and other information bearing upon my suitability for employment and I waive all statutory rights arising under state or federal law and any private causes of action whatsoever which might otherwise be available to protest the release, receipt and/or consideration of such information. I hereby certify that the answers given on this application are true and complete to the best of my knowledge. I understand that any misstatements of fact will be sufficient cause for immediate withdrawal of this application or, in the event of employment, be deemed cause for dismissal. I further authorize any of my references, employers, schools, or military authorities to furnish information requested by the college.

I understand that if I am employed I will be on a probationary basis for 3 months from date of employment. Upon my termination I authorize the release of reference information on my work.

_____ Date

_____ Signature

