APPLICATION FOR EMPLOYMENT

LAKE FOREST COLLEGE

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.

PERSONAL

Last Name | First | Middle | Social Security Number

Address | Street | City | State | Zip

Home Phone ( ) | Position applying for | Expected Salary

Part time ❑ yes ❑ no | Full time ❑ yes ❑ 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? ❑ yes ❑ no Are you willing to work weekends and/or holidays? ❑ yes ❑ no Will you work overtime if asked? ❑ yes ❑ no

Have you ever applied here before? ❑ yes ❑ no | When? | Position?

Are you acquainted with anyone in our employ? ❑ yes ❑ no Name(s)

What prompted you to apply? Employee referral ❑ Newspaper ❑ Which one?

Are you legally authorized to work in the United States and willing to supply documents necessary to prove eligibility? ❑ yes ❑ no

Have you ever been convicted of a crime other than a minor traffic violation?

(Conviction will not necessarily disqualify an applicant from employment.) ❑ yes ❑ 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 ❑ yes ❑ no

EDUCATION

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	❑ yes ❑ no	
College				1 2 3 4	❑ yes ❑ no	
Other (Specify)				1 2 3 4	❑ yes ❑ no	

MILITARY

Branch of Service: Highest Rank Held:

List duties in the service including special training:

Military Specialty: Are you a Vietnam era veteran? ❑ yes ❑ no

SKILLS

❑ Typing W.P.M_____	❑ Electronic Calculator	❑ Typesetting	❑ Electrician	❑ Housekeeping
❑ Dictaphone	❑ Clerical Work	❑ Cashier	❑ Carpenter	❑ General Maintenance
❑ Shorthand	❑ Mail Clerk	❑ Copy Machine	❑ Painter/Plasterer	❑ Press Operator
❑ Bookkeeping	❑ Payroll	❑ Switchboard	❑ Plumber	❑ Engineer/Boiler Room
❑ Filing	❑ Computer Entry	❑ Other _____	❑ Grounds Keeper	❑ Other _____
❑ Word Processor	❑ Mimeograph	❑ Other _____	❑ Security Officer	❑ Other _____

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

_____

EMPLOYMENT HISTORY

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 ❑ yes ❑ 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 ❑ yes ❑ 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 ❑ yes ❑ 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 ❑ yes ❑ no
Job Description (Duties)		
Reason for Leaving	Starting Salary $	Final Salary $

SIGNATURE

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 _____