

**APPLICATION FOR EMPLOYMENT FOR REED COLLEGE EHS OFFICE  
EQUAL OPPORTUNITY EMPLOYER**

Date: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If a student, when will you graduate (expected): \_\_\_\_\_ Date Available: \_\_\_\_\_

Do you currently qualify for work-study? \_\_\_\_\_ Desired Salary \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position Title: \_\_\_\_\_

Are you currently working for Reed College? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Have you applied to other departments on campus for employment? \_\_\_\_\_

If yes, where? \_\_\_\_\_

**EDUCATION**

Highest Grade Completed: \_\_\_\_\_ Name and location of high school attended: \_\_\_\_\_

Name(s) and location(s) of schools attended after high school:

School	Dates Attended	Course Work	Degree Received

**GENERAL**

Do you have a valid driver's license? \_\_\_\_\_

If yes, provide the state and license number: \_\_\_\_\_

Have you ever been employed by or previously applied for employment at Reed College? \_\_\_\_\_

Have you ever been convicted of a crime other than minor ( \$100 or less) traffic violations? \_\_\_\_\_

If yes, please list conviction, date, and result. Do not list any crimes from a juvenile record that have been expunged:

**REFERENCES** List name, address, and phone number of three relevant paid or volunteer experiences that we may contact:

Employer Name	Address	Phone Number

**WORK EXPERIENCE** Begin with the most recent employer and indicate which employers we should not contact. Please explain any periods of unemployment of two or more months. If necessary, please continue on a blank sheet of paper.

Employer Name	Address	Phone Number	Job Title	Supervisor's Name	Dates Employed	Final Salary

**WORK SKILLS** (list current skills with appropriate measures.)

Years of Experience

Skill Level (e.g., 60 wpm)

**Type of Computer:** \_\_\_\_\_

**Computer Applications:** \_\_\_\_\_

**Other Skills:** \_\_\_\_\_

**SCHEDULE OF TIMES AVAILABLE:**

	Mornings (between 8 AM and Noon)	Afternoons (between Noon and 5 PM)
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

How many hours per week do you wish to work? \_\_\_\_\_

**CERTIFICATE OF APPLICATION** I certify that the information on this application is true and complete. I understand that any misrepresentation or omission of facts may be considered cause for rejection of my application or termination of employment. Physical examinations are required for some positions. I understand the position for which I am applying is an at will position and that if hired, I may terminate my employment at any time and that Reed College may terminate my employment for any or no reason at any time. I hereby acknowledge that I have read and understand the above statements. I voluntarily give Reed College permission to confirm by personal inquiry, or otherwise, information provided in this application. I release from liability or responsibility Reed College and all persons, companies, or corporations providing information to Reed College about me.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_