



Culver-Stockton College
One College Hill
Canton, MO 63435
(573) 288-6000
<http://www.culver.edu>



APPLICATION FOR EMPLOYMENT

Return To: Human Resources, One College Hill, Canton, MO 63435

C-SC is committed to non-discrimination and equal opportunity for all applicants and members of its student body, faculty and staff. It does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, age, disability or other factors prohibited by law.

Please complete all sections of this application completely and honestly. A separate application must be completed for each position for which you are applying.

PERSONAL INFORMATION

Date of Application:	Position Applied For:
Name: (Last, First, Middle Initial)	Phone Number:
Address: (Street, City, State, Zip Code)	
Email Address:	
Are you related to anyone employed by Culver-Stockton College? Yes _____ No _____ If yes, list name(s) and relationship(s):	
Have you ever been convicted of a misdemeanor or felony other than a minor traffic violation? Any conviction record will not necessarily be a bar to employment, and factors such as age at the time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account. You are not obligated to disclose. Yes _____ No _____ If yes, date of conviction: Have you ever had your driving privileges suspended or revoked? Yes _____ No _____ If Yes, please explain.	
Are you authorized to be employed in the United States? (If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.) Yes _____ No _____	
Have you ever been dismissed or asked to resign from a position? Yes _____ No _____	
Are you on a lay-off or subject to recall? Yes _____ No _____	
Have you applied for employment at C-SC before? Yes _____ No _____ If Yes, list position(s) and date(s) applied:	
Have you ever worked for C-SC before? Yes _____ No _____ If yes, list position and dates of employment:	
Availability: Full-Time _____ Part-Time _____ Temporary _____ Days _____ Evenings _____ Nights _____ Weekends _____	

EDUCATION AND SKILLS:

List all education beginning with most recent. Indicate a diploma or degree, if completed, including GED if obtained.

Name of School	Location of School	Degree & Major	Years Completed
College:			
College:			
Other:			
High School/GED:			

Honors Received:

OFFICE/COMPUTER SKILLS:

Mark all that you know how to do efficiently.

<input type="checkbox"/> Keyboarding	<input type="checkbox"/> Switchboard	<input type="checkbox"/> Word Processing
<input type="checkbox"/> Filing	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Mail/Postage Machine
<input type="checkbox"/> Spreadsheets	<input type="checkbox"/> Databases	<input type="checkbox"/> Internet/Email

RELATED SKILLS/CERTIFICATIONS:

List technical or specialized skills/credentials relevant to this job, certifications, professional licenses, registrations held (include certifications/registration number and expiration date) and knowledge of any computer programming languages or software.

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EMPLOYMENT HISTORY:

List all employment, including military and volunteer services, starting with the most current position held. Show employment history for at least 10 years or from the time you left school. Use additional sheets as necessary. Please explain gaps in employment history.

Position Title:		Dates Employed (month/year): From: _____ To: _____	
Employer Name and Address:		Salary: Start \$ _____ Finish \$ _____	
Supervisor's Name/Title:	Supervisor's Phone Number:	Employment Status: Full-Time _____ Temp _____ Part-Time _____	
Briefly Describe Duties:			
Reason for Leaving:			
May We Contact: Yes _____ No _____		If Yes: Before Interview _____ After Interview _____	

EMPLOYMENT HISTORY (continued)

Position Title:		Dates Employed (month/year): From: _____ To: _____	
Employer Name and Address:		Salary: Start \$ _____ Finish \$ _____	
Supervisor's Name/Title:	Supervisor's Phone Number:	Employment Status: Full-Time _____ Temp _____ Part-Time _____	
Briefly Describe Duties:			
Reason for Leaving:			
May We Contact: Yes _____ No _____		If Yes: Before Interview _____ After Interview _____	

Position Title:		Dates Employed (month/year): From: _____ To: _____	
Employer Name and Address:		Salary: Start \$ _____ Finish \$ _____	
Supervisor's Name/Title:	Supervisor's Phone Number:	Employment Status: Full-Time _____ Temp _____ Part-Time _____	
Briefly Describe Duties:			
Reason for Leaving:			
May We Contact: Yes _____ No _____		If Yes: Before Interview _____ After Interview _____	

Position Title:		Dates Employed (month/year): From: _____ To: _____	
Employer Name and Address:		Salary: Start \$ _____ Finish \$ _____	
Supervisor's Name/Title:	Supervisor's Phone Number:	Employment Status: Full-Time _____ Temp _____ Part-Time _____	
Briefly Describe Duties:			
Reason for Leaving:			
May We Contact: Yes _____ No _____		If Yes: Before Interview _____ After Interview _____	

PERSONAL REFERENCES:

List persons familiar with your work performance. Do not list friends, relatives or personal references.

Name:	Organization:
Title:	Years Known:
Business Phone Number:	Business Address:
Relationship:	Email Address:

Name:	Organization:
Title:	Years Known:
Business Phone Number:	Business Address:
Relationship:	Email Address:

Name:	Organization:
Title:	Years Known:
Business Phone Number:	Business Address:
Relationship:	Email Address:

Why are you interested in this position at Culver-Stockton College?

What qualifies you for this position?

What are your career goals?

APPLICANT'S STATEMENT:

I understand that Culver-Stockton College follows an "employment at will" policy, in that the employer or I may terminate my employment at any time or for any reasons consistent with applicable federal and state laws. This employment-at-will policy cannot be changed voluntarily or in writing unless authorized by the President of the College. I understand that this application is not a contract of employment. I understand that the federal government prohibits the employment of unauthorized aliens; all persons hired must provide satisfactory proof of employment authorization and identity. Failure to submit such proof will result in denial of employment.

I understand that in connection with the application process, Culver-Stockton College may request information from my past employers, educational institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I also understand that an investigation may include a review of any criminal records. I have provided Culver-Stockton College with complete and accurate information regarding all sources of previous employment, education, licensure, certification, criminal conviction record, as well as any other information requested in the employment application, and am aware that any misrepresentations or material omissions will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge, regardless of when such misrepresentation or omission is discovered.

I hereby authorize all individuals, schools, and organizations named to provide any information requested about me and hereby release them from all liability for damage in providing this information.

Applicant's Signature: _____ Date: _____