



**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)**

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

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

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

**PERSONAL REFERENCES:**

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

<b>Name:</b>	<b>Organization:</b>
<b>Title:</b>	<b>Years Known:</b>
<b>Business Phone Number:</b>	<b>Business Address:</b>
<b>Relationship:</b>	<b>Email Address:</b>

<b>Name:</b>	<b>Organization:</b>
<b>Title:</b>	<b>Years Known:</b>
<b>Business Phone Number:</b>	<b>Business Address:</b>
<b>Relationship:</b>	<b>Email Address:</b>

<b>Name:</b>	<b>Organization:</b>
<b>Title:</b>	<b>Years Known:</b>
<b>Business Phone Number:</b>	<b>Business Address:</b>
<b>Relationship:</b>	<b>Email Address:</b>

<b>Name:</b>	<b>Organization:</b>
<b>Title:</b>	<b>Years Known:</b>
<b>Business Phone Number:</b>	<b>Business Address:</b>
<b>Relationship:</b>	<b>Email Address:</b>

<b>Why are you interested in this position at Culver-Stockton College?</b>
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<b>What qualifies you for this position?</b>
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<b>What are your career goals?</b>
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**APPLICANT'S STATEMENT:**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Culver-Stockton College to hire me. If I am hired, I understand that either Culver-Stockton College or I can terminate my employment at any and for any reason, with or without cause prior notice. I understand that no representative of Culver-Stockton College has the authority to make any assurance to the contrary.

Pursuant to the federal Fair Credit Reporting Act I hereby authorize Culver-Stockton College and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment, or retention as an employee. I understand that the scope of the consumer report/investigate consumer report may include, but is not limited to, the following areas: verification of the Social Security number: current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions, birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I attest with my signature below that I have given Culver-Stockton College true and complete information on this application. No requested information has been concealed. I authorize Culver-Stockton College to contact references provided for employment reference checks. If any information I have provided is untrue, or I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation, firm, corporation, or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Culver-Stockton College or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

***Applicant's Signature:***

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

***Print Name:***

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