

SIMPSON COLLEGE



Application for Employment

DATE OF APPLICATION _____

NAME _____
Last First Middle

ADDRESS _____
Street City State Zip

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

APPLICANT NOTE: Simpson College is committed to the concept of equal employment opportunities and nondiscrimination. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Simpson College are based on merit, qualifications and abilities. Simpson College does not unlawfully discriminate on the basis of sex, race color, religion, creed, national or ethnic origin, age, sexual orientation, gender identity, disability or veteran, or veteran disability status, or any other characteristic protected by law in the administration of its employment policies or practices.

Simpson College promotes a clear air learning and working environment. Smoking is prohibited on college property.

Position(s) applied for _____

Referral sources: Advertisement _____ Friend _____ Relative _____
Employment Agency _____ Other _____

GENERAL INFORMATION:

Are you available to work? Full Time _____ Part Time _____

Have you filed an application here before? Yes _____ No _____ Date _____

If you become employed by Simpson College, can you submit verification of your legal right to work in the United States? Yes _____ No _____

In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to, upon being made an offer of employment, produce documents which are specified by the federal government, to establish my identity and right to work in the United States. These documents must be produced no later than seventy-two (72) hours after beginning paid employment.

AN EQUAL OPPORTUNITY EMPLOYER

GENERAL INFORMATION (cont):

Do you hold a valid driver's license? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____
 If yes, describe in full on a separate page.

Are you required to register as a sex offender in any jurisdiction? Yes _____ No _____
 If yes, describe in full on separate page.

EDUCATION:

(Fill in highest level achieved.)

	High School	College/University	Graduate/Professional
School Name			
Years Completed (Circle)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/ Degree			

Describe course of study _____

Describe any specialized educational training, extra-curricular activities, and honors received that you feel may be helpful to Simpson College in considering your application.

Do you have experience with any of the following computer applications?

- Microsoft Word Yrs Exp _____ Microsoft Access Yrs Exp _____
- Microsoft Excel Yrs Exp _____ Microsoft Windows Yrs Exp _____
- Microsoft PowerPoint Yrs Exp _____

REFERENCES:

List three persons who have knowledge of your work ability and qualifications.

Name	Address/phone	Years Known	Relationship

EMPLOYMENT EXPERIENCE:

List each job held. **Start with your present or last job.** Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical.

Most recent employer:

Are you currently working for this employer? Yes _____ No _____
If yes, may we contact? Yes _____ No _____

Employer name _____ Phone _____
Address: Street _____ City _____ State _____ Zip _____
Dates employed _____ From _____ To _____
Job Title _____ Supervisor _____
Starting Salary _____ Ending Salary _____
Duties _____
Reason for leaving _____

Employer name _____ Phone _____
Address: Street _____ City _____ State _____ Zip _____
Dates employed _____ From _____ To _____
Job Title _____ Supervisor _____
Starting Salary _____ Ending Salary _____
Duties _____
Reason for leaving _____

Employer name _____ Phone _____
Address: Street _____ City _____ State _____ Zip _____
Dates employed _____ From _____ To _____
Job Title _____ Supervisor _____
Starting Salary _____ Ending Salary _____
Duties _____
Reason for leaving _____

If you need additional space, continue on a separate sheet of paper.

Please make comments that you feel are relevant to your application. Ask for an additional page, if necessary.

Simpson is committed to assisting all members of the Simpson community in providing for their own safety and security. Simpson's annual security compliance document is available on the Simpson website at <http://www.simpson.edu/security/statistics/statable.html>.

If you would like to receive a printed copy that contains this information, you can stop by the Security Office in Brenton Student Center or you can request that a copy be mailed to you by calling (515) 961-1711.

The website contains information on campus security and personal safety, including crime prevention, Security Staff authority, crime reporting policies, disciplinary procedures, and other important matters about security on campus.

It also contains statistics for the three previous calendar years on reported crimes that occurred on campus, in certain off-campus buildings, in property owned or controlled by Simpson, and on public property within or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the Security Department.

APPLICANT'S CERTIFICATION AND RELEASE:

I hereby certify that the information set forth in the above is true and complete to the best of my knowledge. I understand that if I am employed, and any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the termination of my employment.

I authorize, an investigation of all statements contained in this application and for the contact of the references, as well as present and previous employers I have provided, as may be necessary in arriving at an employment decision. I also authorize the person or organizations listed on the application form to give information concerning my previous employment, education or any other information they may have, personal or otherwise, with regard to any of the subjects covered by the Simpson College application form.

I understand that my employment at Simpson College would be "at-will" and could be terminated at any time by either party.

Signature of applicant

Date

COMPLETE THIS SECTION ONLY AFTER DEPARTMENTAL JOB INTERVIEW

	Yes	No
Have you been given a job description or had the requirements of the job explained to you?	_____	_____
Do you understand these requirements?	_____	_____
Can you perform the requirements of this job with or without reasonable accommodation?	_____	_____

You are requested **not** to disclose information about any physical or mental limitations that you believe will not interfere with your ability to do the job for which you have made application. On the other hand, if you are disabled and wish Simpson College to consider special arrangements that would assist you in performing essential job functions; **you may, but are not required to,** suggest the type of accommodation you believe would be appropriate.

Comments _____

Signature _____ Date _____