



**Office of Human Resources
263 Alden Street
Springfield, MA 01109**

APPLICATION FOR EMPLOYMENT

Springfield College considers applicants for all positions without regard for race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, disability, veteran status, or any other legally protected basis in admission and access to, and employment and treatment in, its programs and activities. Persons with disabilities who need assistance during the application process should contact the Office of Human Resources at 413-748-3118 or TTY 413-748-3629.

All sections of this application must be completed in full, even if a resume is included. **Please print.**

PERSONAL INFORMATION

Date: _____

Name _____
Last First Middle

Address: _____
Street City State Zip

Phone Number: _____ E-mail address: _____

EMPLOYMENT DESIRED

Position Applied For: _____ Salary Requirements: _____

By whom or what source were you referred to Springfield College? _____

Are you legally eligible for employment in the U.S.? Yes No
(Employment is contingent upon proof of citizenship or authorization to work in the United States.)

Have you previously been employed at Springfield College? Yes No. If yes, please provide dates, position held and department: Date: _____ Position held: _____ Department: _____

EDUCATION (Give name and address of schools attended.)

Circle highest year completed: High School 9 10 11 12 GED College 1 2 3 4 5 6 7 8	Degree or License Received	Major or Specialization
High School		
College/University		
Graduate School		
Trade, Business School		

MILITARY

Are you a veteran of the United States military service? Yes No If yes, what branch? _____

Date Entered: _____ Date Discharged: _____ Please describe any special skills or training acquired while in the service:

OFFICE SKILLS (as appropriate) Typing (WPM) _____

Training/Skills – please check applicable skills: Microsoft Word Microsoft Access Microsoft Excel Microsoft Powerpoint Other _____

EMPLOYMENT HISTORY (Must be completed). Start with your present or most recent employment first. You may include any verifiable work performed as a volunteer.

Employer Name and Address:	Dates Employed From:	To:
Phone Number:	May we contact employer? ___ Yes ___ No	
Job Title:	Hourly Rate/Salary: Start:	Final:
Supervisor Name and Title:	Reason for Leaving:	
Description of Duties:		
Employer Name and Address:	Dates Employed From:	To:
Phone Number:	May we contact employer? ___ Yes ___ No	
Job Title:	Hourly Rate/Salary: Start:	Final:
Supervisor Name and Title:	Reason for Leaving:	
Description of Duties:		
Employer Name and Address:	Dates Employed From:	To:
Phone Number:	May we contact employer? ___ Yes ___ No	
Job Title:	Hourly Rate/Salary: Start:	Final:
Supervisor Name and Title:	Reason for Leaving:	
Description of Duties:		

SIGNATURE

Please read the following carefully and then sign below.

I hereby declare that the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I authorize Springfield College to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and in interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release Springfield College from any and all liability resulting from the verification of such information. I understand that any false statement or omission of fact on this application or on any supporting documents shall be grounds for non-hire or discharge, regardless of when discovered by Springfield College.

Unless otherwise authorized in writing, I understand that, if I am hired by Springfield College, my status will be that of an employee-at-will, meaning that I will have no contractual right, express or implied, to remain in Springfield College's employ. I further understand that, if I am hired, by Springfield College, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of Springfield College or me, unless otherwise authorized in writing. I understand that no representative of Springfield College has the authority to enter into any oral agreement for employment for a specified period of time or to make any agreement contrary to the foregoing.

I understand that, if I am extended an offer by Springfield College, I will be required to provide evidence of my identity and authorization for employment in the United States prior to the commencement of my employment.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

I understand that, if I am hired by Springfield College and my employment subsequently ends, Springfield College may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

Signature: _____ **Date:** _____

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Springfield College posts campus crime statistics for its main campus in Springfield, Mass., at <http://www.springfieldcollege.edu/CampusSecurityReport>, and for its School of Human Services campuses at <http://www.springfieldcollege.edu/SHSCampusSecurityReport>.