

**WHITMAN COLLEGE
APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status. **(Please print out this form, sign it and submit to Human Resources, 345 Boyer Ave, Walla Walla, WA 99362)**

Last Name: _____ First Name _____ Middle Initial _____

Home Phone: (____) _____ Message Phone : (____) _____ E-mail: _____

Street/PO Address _____

City, State, Zip Code _____

Driver's License # _____

If not a US citizen, does your visa or immigration status prevent employment? Yes _____ No _____

Have you ever been employed by Whitman College? _____ Dates: _____ Department _____

Work Preference: Full time _____ Part Time _____ Temporary _____ Summer _____

Position applying for: _____

Anticipated Earnings: _____ Date available for employment: _____

Have you been convicted of a felony within the last 7 years? Yes ___ No ___
(Conviction will not necessarily disqualify an applicant from employment.)

If yes, explain: _____

EDUCATION/TRAINING:

High School: _____ Diploma/GED: Yes ___ No ___

Location: _____

College/University & location _____

Major Course of Study _____ Degree/Diploma _____

Trade, Business, Other & location _____

Major Course of Study _____ Degree/Diploma _____

EMPLOYMENT HISTORY

Employer: _____ Dates: _____

Position: _____ Beginning & Ending Salary: _____

Address _____ Phone No: (____)

Supervisor _____ Reason for Leaving _____

Work Performed _____

Employer: _____ Dates: _____

Position: _____ Beginning & Ending Salary: _____

Address _____ Phone No: (____)

Supervisor _____ Reason for Leaving _____

Work Performed _____

Employer: _____ Dates: _____

Position: _____ Beginning & Ending Salary: _____

Address _____ Phone No: (____)

Supervisor _____ Reason for Leaving _____

Work Performed _____

SPECIAL SKILLS/QUALIFICATIONS: Summarize special job related skills and qualifications acquired from employment or other experience.

COMMENTS:

CHECK MACHINES/EQUIPMENT (If applicable to the position for which you are applying).

<input type="checkbox"/> Computer Experience	<input type="checkbox"/> Computer Programs	<input type="checkbox"/> Power Mower
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Word	<input type="checkbox"/> Lift Truck
<input type="checkbox"/> Word Processing	<input type="checkbox"/> Excel	<input type="checkbox"/> Other (please list)
<input type="checkbox"/> Electric Typewriter	<input type="checkbox"/> Outlook	
<input type="checkbox"/> Calculator	<input type="checkbox"/> Other (please list)	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. (Due to the nature of the position you are applying for, a background check may be required before this position is filled. A conviction of a misdemeanor or felony does not necessarily bar you from employment.) This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Please print out Application Form, Sign and Date below, and send it to Human Resources, Whitman College, 345 Boyer Ave, Walla Walla, WA 99362

Signature of Applicant: _____ Date: _____