



EMPLOYMENT APPLICATION

125 Route 340
Sparkill, NY 10976

Thank you for your interest in Saint Thomas Aquinas College. Please attach your resume and complete the application in its entirety so that we can fully evaluate your qualifications. Please type or print legibly. Attach supplementary sheets with additional information if allotted space is not sufficient.

St. Thomas Aquinas College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation or expression, disability, age, religion, ancestry, genetic information, marital status, veteran status or any other legally-protected category. Announcement of this policy is in accordance with State and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990. For more information, please contact: EEO, Section 504/ADA and Title IX Compliance Officer, 125 Route 340, Sparkill, NY 10076, 845-398-4044.

This employment application is valid for a one-year period after submission.

Date of Application: / /

Position(s) Desired: 1)

2)

Name: Last First MI Social Security No. - -

Mailing Address City State Zip

Home Phone: ( ) - Work Phone: ( ) -

Date Available: Are you legally eligible to work in the U.S? Yes No

[NOTE: IF OFFERED EMPLOYMENT, YOU WILL BE REQUIRED TO SUBMIT DOCUMENTATION AS REQUIRED BY THE 1986 IMMIGRATION REFORM AND CONTROL ACT]

Preferred Employment: Full -Time Part -Time

Have you been previously employed with Saint Thomas Aquinas College? Yes No

If so, when? What position?

Do you have relatives currently employed at Saint Thomas Aquinas College? Yes No

If yes, Relationship:

If employed, would you be willing to travel to out-of-town meetings/seminars? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Are you able to perform the essential functions of the job with or without reasonable accommodations? Yes  No

Salary Desired: \$ \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

If yes, please describe conditions on a separate sheet.

[Conviction will not necessarily disqualify an applicant for employment]

**EDUCATION**

Name of High School Attended: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Highest Grade Completed:  9  10  11  12

Name of College Attended: \_\_\_\_\_

Highest Year Completed:  1  2  3  4 Did you graduate?  Yes  No

College Degrees Earned: \_\_\_\_\_

Major Field(s) of Study: \_\_\_\_\_

Name of Other School Attended: \_\_\_\_\_

Years Completed:  1  2  3  4 Did you graduate?  Yes  No

Degrees/ Certificates Earned \_\_\_\_\_

Major Field(s) of Study: \_\_\_\_\_

**MILITARY RECORD**

Have you served in U.S. Armed Forces?  Yes  No What Branch? \_\_\_\_\_

Date of Duty: From : \_\_\_\_\_ To: \_\_\_\_\_

Describe any military training /experience relevant to position for which you are applying:

\_\_\_\_\_

**SKILLS**

List any skills that may be useful for the job you are seeking. Enter the years of experience, and fill in the circle that corresponds to your ability for each, with 1 being poor and 5 being exceptional.

**Software Applications**

Years of Experience

Level of Skill/Ability

			1	2	3	4	5
Microsoft Word	<input type="checkbox"/>	_____	○	○	○	○	○
Microsoft Excel	<input type="checkbox"/>	_____	○	○	○	○	○
Microsoft Access	<input type="checkbox"/>	_____	○	○	○	○	○
PowerPoint	<input type="checkbox"/>	_____	○	○	○	○	○

**Other Job Related Skills**

_____	_____	○	○	○	○	○
_____	_____	○	○	○	○	○
_____	_____	○	○	○	○	○
_____	_____	○	○	○	○	○

List Licenses and Certificates presently or formerly held: \_\_\_\_\_

**EMPLOYMENT RECORD**

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. All information in this section must be complete. A resume may be attached, but not substituted for completing this section.

1. Name of Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Ending Pay Rate: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Duties (give details): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Name of Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Ending Pay Rate: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Duties (give details): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

---

3. Name of Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Ending Pay Rate: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Duties (give details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

4. Name of Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Ending Pay Rate: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Duties (give details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

5. Name of Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Ending Pay Rate: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Duties (give details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

List name, address and telephone numbers of three references preferably work-related and not listed as "supervisor" above:

<u>NAME</u>	<u>ADDRESS OR TELEPHONE NUMBER</u>	<u>WORKING RELATIONSHIP</u>
-------------	------------------------------------	-----------------------------

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN BELOW**

*The facts, as I have stated them in this employment application, are true and complete. I understand that if I am employed, any false statement on this application may result in immediate termination of employment. I also understand that this application is not an actual or implied contract of employment, and does not obligate the College in any way. I understand that if hired, my employment is at-will and can be terminated at any time for any reason by the College.*

**Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing of your application for employment which will provide applicable information concerning character, general reputation, personal characteristics and mode of living.**

*I waive all provisions of law forbidding colleges and universities that I attended, or past employers, from disclosing any information that they acquired relevant to my employment. **By my signature, I consent to the release of information to St Thomas Aquinas College which may include but not be limited to information concerning my past and present work; educational records including transcripts; military service; law enforcement records; driving record; and/or any personnel record deemed necessary. I further release the organization, educational entity, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.***

*I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.*

**Signature of Applicant** \_\_\_\_\_

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