

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, gender, national origin, age, marital status, veteran status, disability or any other legally protected status.

Date of Application: _____

Please answer all questions and print clearly

NAME _____

LAST

FIRST

MIDDLE INITIAL

STREET _____

CITY _____

STATE

ZIP CODE

Telephone: Residence: _____ Other _____

If no phone how may we contact you? _____

Social Security #: _____ - _____ - _____ Salary Desired: _____ per _____

Position Desired: _____

Have you worked or attended school under a different name? If yes, Name: _____

Reason for name change: _____

If at present address less than one year, list prior address: _____

Availability to Work: _____ Days _____ Nights _____ Evenings _____ Weekends

_____ Full-time _____ Part-time _____ Temporary _____ Other

When would you be available to start work? _____

If you are under age 18, do you have current working papers? _____ Yes _____ No

Are you a Citizen of the United States or a permanent Resident Alien? _____ Yes _____ No

If no, are you in the United States on a Visa which authorizes you to work here? _____ Yes _____ No

Proof of identity and work eligibility will be required upon employment.

TEL: (908) 852-1400 · FAX: (908) 850-8716
400 JEFFERSON STREET · HACKETTSTOWN · NJ 07840-2100

Employment History (List Present Employer First)

1. Employer May we contact at this time? No Yes Employed from _____ to _____

_____ Phone #: _____

Address: _____

Last Position: _____ Final Salary: \$ _____

Name & Title of Last Supervisor: _____

Brief Description of Duties: _____

Reason for Leaving: _____

If different name used while employed: _____

2. Employer May we contact at this time? Yes No Employed from _____ to _____

_____ Phone #: _____

Address: _____

Last Position: _____ Final Salary: \$ _____

Name & Title of Last Supervisor: _____

Brief Description of Duties: _____

Reason for Leaving: _____

If different name used while employed: _____

3. Employer May we contact at this time? Yes No Employed from _____ to _____

_____ Phone #: _____

Address: _____

Last Position: _____ Final Salary: \$ _____

Name & Title of Last Supervisor: _____

Brief Description of Duties: _____

Reason for Leaving: _____

If different name used while employed: _____

4. Employer May we contact at this time? ___ Yes ___ No Employed from _____ to _____
 Phone #: _____

Address: _____

Last Position: _____ Final Salary: \$ _____

Name & Title of Last Supervisor: _____

Brief Description of Duties: _____

Reason for Leaving: _____

If different name used while employed: _____

Education	High School Trade School	College University	Graduate Technical
School Name			
School Address			
Circle Years Completed	9 10 11 12	1 2 3 4 5	1 2 3 4
Did you Graduate?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
Degree or Diploma			
Major(s)			
Minor(s)			

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? If yes, please describe:

Equipment Skills

___ Personal Computer ___ PowerPoint ___ Fax ___ Dictaphone
 ___ Word ___ Access ___ Shorthand/Steno ___ Other
 ___ Windows 98 ___ Keyboard Speed ___ Phone System ___ Other
 ___ Excel ___ Calculator Fluent in Languages other than English: _____

Licensure/Certification

If you are currently licensed or certified, please list type of License/Certification: _____

Expiration Date:_____ New Jersey License/Certification #:_____

Did you work for Centenary College before? ___No ___Yes, approximate dates from _____to _____

Department_____ Position_____ Reason for Leaving_____

Your name at time of employment if different from above_____

Do you have relative(s) who work at Centenary College? ___No ___Yes, If Yes:

Name_____ Relationship_____ Department_____

Name_____ Relationship_____ Department_____

Name_____ Relationship_____ Department_____

Have you been convicted of or pled guilty to a crime (other than a traffic violation), which has not been expunged or sealed by a court, within the last seven (7) years? ___No ___Yes If yes, state nature of offense(s):_____

Date(s) of offenses: _____

Prior conviction of a felony is not necessarily a bar to employment.

How did you learn about Centenary College?

___Walk-in _____Ad (name publication)_____

___Career Fair _____Ad (name of publication)_____

___Friend _____Web Site Ad (name)_____

___Other_____

I was referred by Centenary Employee, Name_____

Department_____ Relationship_____

Person to notify in case of emergency: Name_____

Street Address_____ City_____ State_____ Zip_____

Day Phone_____ Other Telephone_____

Applicant's Statement:

The information provided in this Application for Employment is true, correct and complete. I understand that if I am employed, any misrepresentation or omission of material fact on the Application is sufficient cause for the rejection of my Application, the withdrawal of an offer of employment or my dismissal.

I also acknowledge that employment at Centenary College is based on the premise of "employment-at-will," both during and subsequent to the Introductory Performance Evaluation Period. Employment may be terminated by either the College or the employee with or without cause on two weeks notice, except in cases of gross misconduct, where employment may be terminated immediately.

Date:_____

Signature_____

Send Application to:
Centenary College
HR Department
400 Jefferson Street;
Hackettstown, NJ 07840