

SKILLS (as appropriate)

Typing (WPM): _____

Word-processing Programs (name): _____

Spreadsheet Software (name) _____

Other Office Skills _____

Are you certified in CPR? Yes No

Do you have Red Cross Lifesaving Certificate? Yes No

EMPLOYMENT HISTORY (List your present or most recent employment first. Please include volunteer experience also.)

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation
Employer Name and Address		Phone Number
		May we contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties		Rate of Pay
Supervisor's Name		Reason for Leaving

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation
Employer Name and Address		Phone Number
		May we contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties		Rate of Pay
Supervisor's Name		Reason for Leaving

<p>A. Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>(Proof of eligibility to work will be required upon employment)</p> <p>B. Please note additional information you feel is appropriate</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>C. Within the past five years, have you been convicted of or completed incarceration for conviction of a misdemeanor (except a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain _____</p> <p>D. Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes, please explain</p> <p>_____</p>
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I hereby certify that all information provided herein is true, correct, and complete. If employed, I understand that any falsification or omission of fact on this application may result in my dismissal. I understand that acceptance of this application does not constitute a contract. If hired, employment is at will and can be terminated at any time with or without cause, and without prior notice.

Utica College is a drug-free workplace, and prohibits the use of illegal drugs in the workplace.

Signature of Applicant _____

Date _____