

MILLSAPS COLLEGE

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you authorized to work in the U.S. on an unrestricted basis? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are there any hours, shifts or days you cannot work? YES NO If yes, when? _____

What type of position are you apply for? Part-Time Full-Time Are you willing to work overtime as required? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other Training: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

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Previous Employment

Company: _____ Phone: _____

Location: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Start date: _____ Date Left: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Start date: _____ Date Left: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Start date: _____ Date Left: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ Start date: _____ Date Left: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

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References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

I certify that the information I have provided in this application, or any facts necessary to substantiate qualification for this position, are true and complete to the best of my knowledge.

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from employment. **I understand that eligibility for employment is contingent upon successful completion of a background screening.***

I understand that Millsaps College is "at will", which means that either Millsaps College or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statutes. All employment is continued on that basis.

I hereby authorize any person, educational institution, or company I have listed as a reference in my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Millsaps College, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information needed to complete the employment process. I understand that eligibility for employment is contingent upon successful completion of a background screening.

Signature: _____ Date: _____