



BELMONT COLLEGE

120 Fox-Shannon Place | St. Clairsville, Ohio 43950 | tel: 740 695 9500

EMPLOYMENT APPLICATION

It is the policy of Belmont College that employment decisions are based on merit, qualifications, and credentials. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, age, gender, religion, national origin, disability, or other protected classification.

COMPLETE ENTIRE APPLICATION

Social Security # _____ Application Date _____

Name _____
Last First Middle

Address _____
Street/P O Box Home Phone

_____ City State Zip Cell Phone

POSITION DESIRED

Position Applying for: _____

If applying for Teaching: _____

(Teaching Discipline) Credit Non-Credit

Available to work: Full-time Part-time Day Evening

Type of position:

Administrative Professional Hourly Staff Teaching

Have you ever filed an application with us before? Yes No

Have you ever been employed by us before? Yes No

Are you legally eligible for employment in this country? Yes No

(Proof of U.S. citizenship or immigration status will be required upon employment.)

Have you ever been convicted of a felony?
 (A conviction is not an automatic disqualification for employment.)

Yes No

If yes, please explain: _____

May we contact your present employer and/or any references you have listed? Yes No

How did you learn about this position: Ad Web Friend/Relative Walk-in Other

EDUCATION

Last Year of Formal Education Completed: College:

Name/Location of School	Graduate ? (Yes/No)	Degree Received	Additional Credit Hrs Completed	Program or Major Coursework
High School				
College, University, Business, Technical, or Military Schools				
Graduate School				

LICENSES AND/OR CERTIFICATES

Type of License/Certificate	Issuing State or Agency	Number	Expiration Date

EMPLOYMENT HISTORY

Current or Most Recent Employer	Dates of Employment	
	From (Mo/Yr)	To (Mo/Yr)
Employer's Address	Job Title	
Supervisor	Telephone Number	
Describe Work Performed		
Reason for Leaving	Salary	

Previous Employer	Dates of Employment	
	From (Mo/Yr)	To (Mo/Yr)
Employer's Address	Job Title	
Supervisor	Telephone Number	
Describe Work Performed		
Reason for Leaving	Salary	

Previous Employer	Dates of Employment	
	From (Mo/Yr)	To (Mo/Yr)
Employer's Address	Job Title	
Supervisor	Telephone Number	
Describe Work Performed		
Reason for Leaving	Salary	

REFERENCES

Please list four individuals who have knowledge of your professional skills and abilities.

Name	Title	Address and Phone Number
1.		
2.		
3.		
4.		

CERTIFICATION AND STATEMENT OF UNDERSTANDING

The following statement is a part of the application. Read carefully before signing.

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application and that omissions or false or misleading statements made by me on this application will be sufficient cause for rejection of my application or termination of my employment. I also understand that a background check may be required prior to employment and that drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to Belmont College and/or its representatives. I understand that any offer of employment is conditional upon proof of legal authorization to work within the United States as required by the Immigration Reform and Control Act.

Signature _____ Date _____

NOTE: After completion of the Employment Application, please print a copy, sign, and mail to: Belmont College, Attention: Human Resources, 120 Fox-Shannon Place, St. Clairsville, OH 43950 or scan and email to employment@belmontcollege.edu.

Belmont College is an Equal Opportunity Employer.

HR USE ONLY

Employee ID# _____

Start Date _____ Position _____ Salary _____