BENNINGTON COLLEGE

APPLICATION FOR EMPLOYMENT

One College Drive • Bennington, Vermont 05201-6003 • 802-442-5401 • www.bennington.edu

Date of Application ____ / ____ / ____

Position(s) Applied For: _____

How did you hear about this position? ☐ Self Inquiry ☐ Friend/Relative ☐ Employee ☐ College Website ☐ DET ☐ Newspaper/Publication _____ ☐ Internet ☐ Other _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP

Telephone (_____) _____ - _____ E-mail Address _____

Have you ever been employed here before? . . . . . ☐ YES ☐ NO

If so, when _____

Are you legally eligible for employment in this country? . . . . . ☐ YES ☐ NO

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

Date available for work . . . . . ____/____/____

Type of employment desired: ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Summer ☐ Per Diem

Have you ever been convicted of any criminal offense? . . . . . ☐ YES ☐ NO

If yes, please state the name and date of the offense, the court in which the charge was processed, the disposition including all aspects of the sentence, fine or other penalty, and your current status (probation, etc.). _____

Driver's license number (if required by job) _____ State _____

EMPLOYMENT HISTORY List your last five (5) employers, assignments or volunteer activities, starting with the most recent, including military experience.

FROM	TO	EMPLOYER	TELEPHONE ( ) –
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities.	
REASON FOR LEAVING MAY WE CONTACT Yes ☐ No ☐		HOURLY RATE/SALARY Start $ _____ per _____ Final $ _____ per _____ Full-time ☐ Part-time ☐	

FROM	TO	EMPLOYER	TELEPHONE ( ) –
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities.	
REASON FOR LEAVING		HOURLY RATE/SALARY Start $ _____ per _____ Final $ _____ per _____ Full-time ☐ Part-time ☐	

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JOB TITLE		ADDRESS	
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EMPLOYMENT HISTORY continued

FROM	TO	EMPLOYER	TELEPHONE ( ) –
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities.	
REASON FOR LEAVING		HOURLY RATE/SALARY Start $ _____ per _____ Final $ _____ per _____ Full-time ☐ Part-time ☐	

SKILLS AND QUALIFICATIONS

Summarize special skills, qualifications and computer proficiencies that may qualify you for work with the College.

_____

_____

_____

_____

EDUCATIONAL BACKGROUND

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
HIGH SCHOOL				
COLLEGE		MAJOR	DEGREE	
OTHER				

PROFESSIONAL REFERENCES

NAME	TITLE	COMPANY	TELEPHONE
			AREA CODE ( ) –
			AREA CODE ( ) –
			AREA CODE ( ) –

I certify that all statements made by me on the application, resumé, related documents and in interviews are true and understand that any falsification or omissions may result in refusal of employment or immediate dismissal, if employed. If employed, I will abide by all rules, regulations, and policies of Bennington College. Furthermore, I understand that just as I am free to resign at any time, the College reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the College has the authority to make any assurances to the contrary.

I authorize the College to make inquiries connected with my application for employment and I understand that these may include, but not be limited to, information as to my character, work habits, performance, experience and qualifications, reasons for terminations from previous employers, and any other information deemed necessary in arriving at an employment decision.
I may also be asked to complete certain job-related tests of my relevant skills and aptitudes. I understand that the College may request information from various Federal, State and other agencies which maintain records concerning my records of driving, criminal and civil offenses, charges, investigations, or proceedings. I authorize any party or agency contacted to furnish this information and I agree to execute any document necessary to authorizing the release of furnishing of such information.

I agree that this information is being provided at my request and for my benefit. I hold Bennington College, its employees, officers, agents and representatives, and any person or organization providing such information, harmless, and do hereby release them from any and all liability for damage of any nature arising from having furnished, requested, received, used or relied upon any of the above mentioned information.

Signature of Applicant _____ Date _____/ _____/ _____

COLLEGE USE ONLY

[ ] [ ] **DATE RECEIVED**

[ ] [ ]