

**HARTWICK COLLEGE
APPLICATION FOR SUMMER EMPLOYMENT**

POSITION APPLYING FOR: _____ DATE: _____

LAST NAME: _____ FIRST NAME: _____ M.I. _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

TELEPHONE: _____ SOCIAL SECURITY _____

IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE REQUIRED PROOF OF YOUR
ELIGIBILITY TO WORK? YES _____ NO _____

HAVE YOU BEEN EMPLOYED WITH US BEFORE? _____ IF SO, WHEN? _____

ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORKING? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES _____ NO _____

EMPLOYMENT EXPERIENCE

PLEASE START WITH YOUR PRESENT OR LAST POSITION. INCLUDE JOB-RELATED
ASSIGNMENTS AND RELATED VOLUNTEER ACTIVITIES.

EMPLOYER: _____ DATES EMPLOYED: _____

ADDRESS: _____

TELEPHONE: _____ SUPERVISOR: _____

JOB TITLE: _____

RESPONSIBILITIES: _____

EMPLOYER: _____ DATES EMPLOYED: _____

ADDRESS: _____

TELEPHONE: _____ SUPERVISOR: _____

JOB TITLE: _____

RESPONSIBILITIES: _____

ADDITIONAL INFORMATION

QUALIFICATIONS: SUMMARIZE ANY SPECIAL JOB-RELATED SKILLS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE: _____

SPECIAL SKILLS (Check any skills you have)

TYPING: _____ WORD-PROCESSING (Microsoft Word): _____ EXCEL: _____

MOWING: _____ PAINTING: _____ CUSTODIAL: _____ OTHER: _____

EDUCATION

SCHOOL NAME AND ADDRESS: _____

DID YOU GRADUATE? _____ MAJOR: _____

COLLEGE: _____

DID YOU GRADUATE: _____ MAJOR: _____

REFERENCES

_____ PHONE NUMBER: _____

_____ PHONE NUMBER: _____

_____ PHONE NUMBER: _____

APPLICANT'S STATEMENT

To the best of my knowledge and belief, all statements made in this application are complete and correct. I understand that falsification of any data requested on this application will be cause for automatic dismissal if employed.

SIGNATURE

DATE

Hartwick is an equal opportunity employer and does not discriminate on the basis of race, gender, color, religion, national origin, age, disability, sexual orientation, veteran or marital status.