

**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.