



A World of Opportunity

4380 Main Street, Amherst, NY 14226-3592

# Employment Application

We appreciate your interest in Daemen College. While you may attach a resume, you are also asked to complete the application in its entirety so that we can fully evaluate your qualifications. We are an equal opportunity/affirmative action employer. We will not discriminate on the basis of race, religion, national origin, sex, age, disability, veteran or marital status, color, genetic predisposition, sexual orientation or carrier status. Information provided on this application will not be used for discriminatory purposes. Your application will remain on file for one year.

## Personal Data

NAME	LAST	FIRST	MIDDLE INITIAL	FORMER NAME(S)
PRESENT MAILING ADDRESS		STREET	CITY	STATE AND ZIP CODE
YOUR PRESENT TELEPHONE NUMBER		ALTERNATE TELEPHONE NUMBER		E-MAIL ADDRESS if available
ARE YOU OVER 18? <input type="checkbox"/> YES <input type="checkbox"/> NO		ONLY U.S. CITIZENS OR ALIENS WHO HAVE A LEGAL RIGHT TO WORK IN THE U.S. ARE ELIGIBLE FOR EMPLOYMENT. CAN YOU, UPON EMPLOYMENT PROVIDE GENUINE DOCUMENTATION ESTABLISHING YOUR IDENTITY AND ELIGIBILITY TO BE LEGALLY EMPLOYED IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF UNDER AGE 18, CAN YOU SUPPLY WORKING PAPERS? <input type="checkbox"/> YES <input type="checkbox"/> NO				

## Your Job Interests

Type of Employment for which you are applying: (check all that apply)

- Full Time       Part Time       Temporary       Summer  
 Day Shift       Evening Shift       Night Shift       Weekends

When are you available to begin work? \_\_\_\_\_ Minimum Salary Desired? \_\_\_\_\_

Position applied for: \_\_\_\_\_ Application Date: \_\_\_\_\_

## Employment Experience

Starting with present or most recent. List all previous employers. Include self-employment, summer and part-time jobs. If more space is required, please continue on a separate sheet.

DATES WORKED	SALARY	TITLE
FROM		
TO		
LAST OR PRESENT COMPANY		BRIEF DESCRIPTION OF JOB DUTIES
STREET ADDRESS		PHONE NUMBER
CITY	STATE	ZIP
SUPERVISOR'S NAME AND TITLE		PHONE NUMBER
REASON FOR LEAVING		
DATES WORKED	SALARY	TITLE
FROM		
TO		
LAST OR PRESENT COMPANY		BRIEF DESCRIPTION OF JOB DUTIES
STREET ADDRESS		PHONE NUMBER
CITY	STATE	ZIP
SUPERVISOR'S NAME AND TITLE		PHONE NUMBER
REASON FOR LEAVING		
DATES WORKED	SALARY	TITLE
FROM		
TO		
LAST OR PRESENT COMPANY		BRIEF DESCRIPTION OF JOB DUTIES
STREET ADDRESS		PHONE NUMBER
CITY	STATE	ZIP
SUPERVISOR'S NAME AND TITLE		PHONE NUMBER
REASON FOR LEAVING		
DATES WORKED	SALARY	TITLE
FROM		
TO		
LAST OR PRESENT COMPANY		BRIEF DESCRIPTION OF JOB DUTIES
STREET ADDRESS		PHONE NUMBER
CITY	STATE	ZIP
SUPERVISOR'S NAME AND TITLE		PHONE NUMBER
REASON FOR LEAVING		

## Education and Training

TYPE OF SCHOOL OR EQUIVALENCY DIPLOMA	COMPLETE NAME AND ADDRESS OF SCHOOL	DATES ATTENDED FROM TO	MAJOR FIELDS OF STUDY	DID YOU GRADUATE?	TYPE OF DIPLOMA, DEGREE OR CERTIFICATE
HIGH SCHOOL OR EQUIVALENCY DIPLOMA		X			
ALL VOCATIONAL SCHOOLS, TECHNICAL INSTITUTES, COMMUNITY AND JUNIOR COLLEGES					
ALL OTHER COLLEGES OR UNIVERSITIES					

LIST SPECIAL QUALIFICATIONS AND SKILLS WITH MACHINES AND EQUIPMENT (OFFICE, PRINTING, WORD PROCESSING, PUBLIC SPEAKING, COMPUTER HARDWARE OR SOFTWARE, ETC.)

LIST CURRENT PROFESSIONAL LICENSES OR CERTIFICATES (I.E. PLUMBER, ELECTRICIAN, ETC.)

LICENSING AUTHORITY

EXPIRATION DATE

PLEASE INDICATE ANY OTHER EXPERIENCE OR SKILLS YOU HAVE GAINED THROUGH PROFESSIONAL ORGANIZATIONS OR VOLUNTEER WORK.

Do you have a current legal driver's license?  yes  no (If yes, indicate class)

1. car or light truck

2. commercial driver's license class \_\_\_\_\_ endorsement/restriction \_\_\_\_\_

Have you ever been convicted of a crime?  yes  no (If yes, please indicate the offense, date, and location. \_\_\_\_\_)

## References

List three persons who are not related to you and have knowledge of your qualifications.

FULL NAME	YEARS KNOWN	PRESENT BUSINESS OR HOME ADDRESS (NUMBER, STREET, CITY, STATE AND ZIP CODE)	BUSINESS OR OCCUPATION	TELEPHONE

I certify that the information on this application is true and complete. I understand that any misrepresentation or omission of facts may be considered cause for rejection of my application or termination of employment. I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Daemen College and myself for either employment or the provision of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Daemen College retains a similar right.

I HEREBY AUTHORIZE ANY PERSON OR PERSONS, TO GIVE DAEMEN COLLEGE REPRESENTATIVES ANY INFORMATION ABOUT ME, AND RELEASE THEM FROM ANY LIABILITY FOR SO DOING.

Signature \_\_\_\_\_

Date \_\_\_\_\_