



Ferrum College

Application for Employment

Office of Human Resources
P.O. Box 1000
Ferrum, Virginia 24088

Date: _____

Ferrum College does not discriminate on the basis of race, religion, color, national origin, age, veteran status, sex or handicap in admission to, access to, treatment in or employment in its programs and activities.

This application is only for the position identified. Each position opening for which you apply requires a separate application.

PERSONAL

Position applying for (required):		
Name:		
Address: Street, City, State, Zip Code		
Home Phone:	Business Phone:	E-mail Address:
Date available to work:	Shift(s) available to work: (Full-time, Part-time, Seasonal)	Salary Expected:
Do you have relatives working at Ferrum?	Have you ever been employed by Ferrum? If so, when?	
If you have worked for Ferrum under another name, please list name(s)?		
Do you have the legal right to work in the U.S.? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Note: If hired, proof of identity and authorization to work in the U.S. will be required within three days after you begin work via an I-9 Form.		
If applying for a position that requires driving a College-owned vehicle, do you have a valid license for the type of vehicle to be operated? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Note: The College's Driver Safety Policy requires a motor vehicle record check for all employees/students that drive College-owned vehicles.		
Have you ever been convicted of a felony? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, state details (offense, place of occurrence, date, penalty)		
Note: Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work applied for. However, false statements or withholding information will result in being barred from appointment, or removal from employment.		

EDUCATION

List Schools Attended (Begin with high school)	Degree/ Diplomas Awarded	Course of Study

Special skills, training, or qualifications:

EXPERIENCE (Please list all jobs for the past 5 years, in order from most recent to oldest. Attach additional page if needed.)

Name, Address, & Telephone # of Employer (Past & Present)	Dates Employed	Position Held	Salary or Hourly Pay Rate	Reason for Leaving
1.				
2.				
3.				
4.				
5.				

May we contact the employers above? No Yes If no, indicate which one(s) you do not wish us to contact:

PROFESSIONAL REFERENCES (Please do not list relatives)

Name/Occupation	Business and Address	Daytime Telephone Number
1.		
2.		
3.		

ADDITIONAL INFORMATION:

Any additional information that supports your qualifications etc. should be attached to this application, i.e., resume, reference letters.

AGREEMENT

I understand that no permanent employment or employment for any term is intended or can be implied from any statements in this application. Because the Commonwealth of Virginia is an employment-at-will state, Ferrum College is an employment-at-will institution. This means the College can terminate an employee at any time, with or without notice, and for any or no reason. Likewise, the employee can choose to leave the College's employment at any time, with or without notice, and for any or no reason.

I certify that all the information given on this application is true and complete to the best of my knowledge. I understand that if employed, false statements, including failure to answer any question fully, on this application shall be considered sufficient cause of dismissal. I also understand that I may be asked to complete a pre-employment test and background investigation.

I hereby authorize you to administer such testing, to make such investigations and inquiry of my personal, educational, and employment history and other related areas as may be necessary to make an employment decision.

Applicant's Name: _____
Please print - First Name Middle Initial Last Name

Applicant's Signature _____ Date _____



FERRUM COLLEGE
EEOC Self-Identification Form

Ferrum College is an Equal Opportunity Employer. As required by law, we are subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Ferrum College invites applicants to voluntarily self-identify their race, ethnicity, and veteran/disability status. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and separate from your application. It may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Please complete the following:

(Please print)

Name: _____

Date: _____

Position applying for: _____

SECTION I:

GENDER: Male Female

SECTION II:

Do you wish to provide us with information about your race/ethnicity? Yes No

- If you choose yes, please proceed to SECTION III.
- If you choose no, the form is complete after your signature. _____

SIGNATURE

SECTION III:

Are you Hispanic or Latino?

- Yes
 No

If you answered "No" to "Are you Hispanic or Latino?" indicate whether you are from one or more races in the following list:

- American Indian or Alaska Native (Not Hispanic or Latino)
 Asian (Not Hispanic or Latino)
 Black or African American (Not Hispanic or Latino)
 Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
 White (Not Hispanic or Latino)

EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American (Not Hispanic or Latino)

A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

PERSONAL AND CONFIDENTIAL