Ferrum College

Application for Employment

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):		
How did you learn about this job opening?		
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.? _____ No _____ 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?
_____ No _____ 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? _____ No _____ 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)	Supervisor's Name	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** _____

August 16, 2019