

Knox College APPLICATION for EMPLOYMENT

In keeping with its commitment to equal rights since it was founded in 1837, Knox College particularly welcomes applications from members of underrepresented groups. Knox College does not discriminate on the basis of sex, gender identity or expression, race, color, creed, national or ethnic origin, religious affiliation, sexual orientation, age, marital status, disability or other irrelevant factors in admission, financial aid, employment, athletics or any of its educational policies and programs.

Personal Data

Name:		Date:	
Present Street Address:	City:	State:	Zip:
Phone Number where you can be contacted:			
Position Applied For:			
Full-time only: <input type="checkbox"/>	Part-time only: <input type="checkbox"/>	Full-time or Part-time: <input type="checkbox"/>	
Are you legally authorized to work in the U.S.? <input type="checkbox"/> yes <input type="checkbox"/> no		Available start date:	

How Did You Hear About This Position?

<input type="checkbox"/> Knox Website <input type="checkbox"/> Other Website _____ <input type="checkbox"/> Newspaper/Publication (name) _____ <input type="checkbox"/> Other Source (specify) _____

Personal Information

Were you ever employed at Knox College? Dates of Employment: _____	Department:
Are any members of your immediate family employed here? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, please give name and department
Do you have a valid driver's license? <input type="checkbox"/> yes <input type="checkbox"/> no	
Have you ever been convicted of a felony? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, please give details:
Are you required to register as a sex offender in any jurisdiction? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, please explain:

Education

Type of School	Name and Location	Did you Graduate?	Area of Study	Diploma or Degree Received
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/ University		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Other Relevant Training

Please list any other educational experience (special courses, technical training, seminars, ect.):
License or Certificates:
Do you type? <input type="checkbox"/> yes <input type="checkbox"/> no Approximate speed: _____ wpm
Describe any computer skills or experience you have and what software you have used:
List special skills or experience which you think might be useful to the college:

Employment Record

(Please indicate if you had a different name when you worked for another employer)

Present (or most recent) Employer:	
Address:	Phone Number:
Position Held:	Date Employed:
Ending Salary:	Date Left:
Reason for Leaving: _____	
Supervisor's Name and Title:	
Describe Duties of Your Job:	
May We Contact This Employer? <input type="checkbox"/> yes <input type="checkbox"/> no	

Past Employer:	
Address:	Phone Number:
Position Held:	Date Employed:
Ending Salary:	Date Left:
Reason for Leaving:	
Supervisor's Name and Title:	
Describe Duties of Your Job:	
May We Contact This Employer? <input type="checkbox"/> yes <input type="checkbox"/> no	

Past Employer:	
Address:	Phone Number:
Position Held:	Date Employed:
Ending Salary:	Date Left:
Reason for Leaving:	
Supervisor's Name and Title:	
Describe Duties of Your Job:	
May We Contact This Employer? <input type="checkbox"/> yes <input type="checkbox"/> no	

Summarize any additional experience or information that you feel would be helpful.

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Give three references (not relatives or former employers) who have known you for at least five years.

Name: Address: Phone: Occupation:
Name: Address: Phone: Occupation:
Name: Address: Phone: Occupation:

Affidavit: I certify that the answers given by me to the foregoing questions and statements are true and complete. I agree that Knox College shall not be liable in any respect if my employment is terminated because of any misrepresentation on this application. Unless otherwise indicated, I authorize Knox College to make inquiries to the persons, companies and schools named in any documents I provide as application materials regarding my employment and qualifications. I also authorize Knox College to do a criminal background check. I understand that employment at Knox College is at will and that either I or Knox may terminate my employment with or without cause and with or without notice.

Signature: _____ Date: _____

Knox College maintains and publishes an Annual Security and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime and Statistics Act (Clery Act), the Higher Education Opportunity Act of 2008, and the Violence Against Women Reauthorization Act of 2013 (VAWA). This report provides information concerning campus security, personal safety and crime prevention, fire safety, Campus Safety Department authority, and reporting policy. The report also includes crime and fire statistics for the three most recent calendar years. The report can be obtained online at <http://www.knox.edu/Documents/CampusSafety/2016-Annual-Security-and-Fire-Safety-Report.pdf>. A printed copy of the report can be obtained at no charge from the office of the Department of Campus Safety, 368 S. Prairie Street, Galesburg, upon request during business hours (mailing address: 2 E. South Street, Galesburg, IL, 61401-4999 Box K-171; phone: 309-341-7979).