

Employment History

Please provide an accurate and complete record of your full-time and part-time employment history. Start with your present or most recent employer. Any verifiable work performed on a volunteer basis may be included in your record of employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Hampshire College.

Employer: _____ Dates of employment (month/year) From: _____ To: _____

Address: _____ Phone: (_____) _____

Full Time Part Time Final Salary: \$ _____ Title/duties: _____

Name of Supervisor: _____ Phone: _____

Reason for Leaving: _____

May we contact your employer for a reference? Yes No _____

Employer: _____ Dates of employment (month/year) From: _____ To: _____

Address: _____ Phone: (_____) _____

Full Time Part Time Final Salary: \$ _____ Title/duties: _____

Name of Supervisor: _____ Phone: _____

Reason for Leaving: _____

May we contact your employer for a reference? Yes No _____

Employer: _____ Dates of employment (month/year) From: _____ To: _____

Address: _____ Phone: (_____) _____

Full Time Part Time Final Salary: \$ _____ Title/duties: _____

Name of Supervisor: _____ Phone: _____

Reason for Leaving: _____

May we contact your employer for a reference? Yes No _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. Hampshire College uses only permissible means to investigate the truthfulness of statements made by employees and applicants for employment.

PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING

*I understand that, if employed, my employment is at-will. Either Hampshire College or I may terminate this employment relationship at any time, with any reason, with or without notice, for any reason not prohibited by law, without liability for wages or salary except those earned through the date of termination.

*I certify that all the information provided on this Employment Application is true and complete to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts called for in the application may result in denial of employment or immediate termination from employment.

*I understand that if I am offered employment by Hampshire College, I will be required to provide evidence of my identity and authorization for employment in the United States at the commencement of my employment.

*I give Hampshire College permission to investigate all pertinent information concerning my Employment Application in order to determine my qualifications and suitability for employment. I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Hampshire College and/or any of its representatives, agents or vendors and I release Hampshire College and all parties involved from any and all liability for any and all damage that may result from requesting, using or providing such information. I understand that any offer of employment may be rescinded if my references are inadequate or unacceptable to the College.

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is available to all prospective employees. The report provides information on Public Safety Resources, including the procedure for reporting crimes and emergencies. For a copy of the report please contact Human Resources or the Public Safety webpage at <https://www.hampshire.edu/campus-police/clery-campus-security-and-fire-report>

By signing below, I acknowledge that I have read, understood, and agree to the above statements.

Applicant Signature: _____ Date: _____