



APPLICATION FOR EMPLOYMENT
Hampshire College
Amherst, MA 01002

Hampshire College does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, genetic information, national origin, veteran status, membership in or application to the uniformed services, physical or mental disability/handicap or any other classification protected by applicable law.

Please ask us if you need assistance in completing this application. We would be glad to assist you.

All sections of this application must be completed in full, even if a resume is included.

Name: _____
Last First Middle

Current Address: _____
Street
_____ City State Zip

Home Phone: _____ - _____ - _____ Alternate phone: _____ - _____ - _____

Email: _____

Position(s) Applied For: _____

Type of Employment: Full Time Part Time Seasonal

Have you ever been employed at Hampshire College? Yes No Reason for leaving: _____

Position and Department: _____ Dates of employment: _____

Names of relatives employed by Hampshire College (state relationship): _____

Employees of the College must be age 16 or older. If you are under 18, date of birth: _____

Are you legally authorized to work in the United States? Yes No
(*Employment is contingent upon proof of citizenship or authorization to work in the United States.*)

High School Name of high school or equivalency diploma: _____
College/University Name of College/University: _____

Number of years completed: _____ Number of years completed: _____
Major course of study: _____
Degree: _____

Training/Skills - please list applicable skills, certificate earned.

Computer and/or software programs: _____ Job related activities/achievements/certifications: _____
Equipment/Machinery: _____

please complete reverse side

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 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 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 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: _____