

EMPLOYMENT HISTORY

List your complete employment history. Please start with your present or most recent employer, including military service.

1. **Company Name:** _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip)

Name of Supervisor: _____

Employment (state month & year): _____ Weekly Pay: _____
From: _____ To: _____ Start _____ Last _____

State Job Title & Describe Your Work: _____

Reason for Leaving: _____

2. **Company Name:** _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip)

Name of Supervisor: _____

Employment (state month & year): _____ Weekly Pay: _____
From: _____ To: _____ Start _____ Last _____

State Job Title & Describe Your Work: _____

Reason for Leaving: _____

3. **Company Name:** _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip)

Name of Supervisor: _____

Employment (state month & year): _____ Weekly Pay: _____
From: _____ To: _____ Start _____ Last _____

State Job Title & Describe Your Work: _____

Reason for Leaving: _____

Use additional pages to provide all previous employment information.

Catawba College may contact the employers listed above, unless you indicate those you do not want us to contact.

Do not contact 1 2 3 ____

Have you ever been asked to resign from employment or been involuntarily separated from employment? Yes No

PRE-EMPLOYMENT STATEMENT

Please read before signing. If you have any questions regarding this statement, please ask the Human Resources Representative before you sign.

I certify that I have personally completed this application for employment. I declare that I have fully and completely answered the questions on this application and that the information I have provided is accurate and complete to the best of my knowledge. I understand that false, incomplete or misleading information in my application or interview may disqualify me for further consideration for employment and may result in termination of employment if this application leads to my employment.

I authorize Catawba College to make any investigation of my personal employment or criminal history and authorize my current employer, former employers, and educational institutions I have attended, and their employees and representatives, and any and all references listed on my employment application and /or resume to provide any pertinent information they think appropriate, including any information about my employment, job performance, educational performance, and other matters related to potential employment at the College. This information may be provided either verbally or in writing. I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. I understand this authorization to be part of the written employment application. I release the College and its agents, employees, and representatives from any and all liability, claims, and damages that may directly or indirectly result from the use, disclosure, or release of any information the College receives from any third party pursuant to this authorization, whether such information is favorable or unfavorable to me.

I further agree that if employed, I will conform to the rules and regulations of Catawba College. I also understand that unless otherwise specifically agreed in writing, my employment can be terminated, with or without cause, and with or without notice, at any time, at either Catawba College's or my option. I also understand that any employment manuals or handbooks that may be distributed to me during the course of my employment, as well as this application for employment, are not, and shall not, be construed as a contract.

I acknowledge that I have read the above statement and understand the same.

Signature of Applicant

Date

This application will be considered active for 90 days from the date of application. After that time, interested applicants must re-apply. If you are offered a position with Catawba College, you will be required to satisfactorily complete a background check and a drug screen as a condition of your employment.

APPLICATION FLOW INFORMATION

Applicants are invited to answer the questions below. *This information, provided by the applicant, is confidential and will be used ONLY for statistical compilation and report filing. This information will not be part of the college's employment decision regarding the applicant and will not be seen by anyone outside of the Human Resource Department.* Thank you in advance for your time and cooperation.

APPLICANT INFORMATION

(To Be Completed By The Applicant)

In the spaces provided below, please indicate in which department the position is available; the title of the position for which you are applying; the source from which you found out about the available position.

PLEASE PRINT.

Applicant's Name: _____ Position: _____

Department: _____ Source: _____

Are you Hispanic or Latino? Yes () No

SELECT ONE OR MORE RACES:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

SEX:

- Male
- Female