

EMPLOYMENT APPLICATION
An Equal Opportunity Employer

Goucher College does not discriminate in employment on the basis of race, color, national origin, ethnicity, sexual orientation, gender identity, religion, sex, age, genetic information, marital status, veteran status, or disability. Goucher is subject to the provisions of "Title IX" and related regulations (34 C.F.R., Subtitle A, Part 106), which prohibit discrimination on the basis of sex in educational programs receiving federal financial assistance. The prohibition extends to employment practices.

PERSONAL INFORMATION:

Name _____ Previous Last Name _____
Last First Middle

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Other Phone _____ Email Address _____

Position(s) desired _____

Please check the types of work you will accept: Full Part-time Temporary

Hours available _____ Date available for employment _____

ELIGIBILITY:

If hired, can you furnish proof that you are eligible to work in the United States? <i>*Proof of identity and citizenship or immigration status as well as an original Social Security card will be required upon employment.</i>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If no, explain fully:
Have you ever been convicted of a misdemeanor or felony other than a minor traffic violation? <i>*A conviction does not necessarily bar employment however the nature, date, surrounding circumstances and relevance of the offense to the position applied for may be considered.</i>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, explain fully:
Do you have a valid driver's license? <i>*Answer only if required for the position.</i>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If no, explain fully:

Are you related by blood, marriage, domestic partnership to any person now employed at Goucher College? No Yes

If yes, give name, relation, and department: _____

Have you ever been employed with Goucher College? No Yes

GOUCHER COLLEGE

Education without boundaries

RECRUITMENT INFORMATION:

How did you hear about this position? (Please check the appropriate box and name the source.)

- Goucher College Employee (Name of Employee) _____
- Internet _____
- Newspaper _____
- Professional Journal/Website _____
- Other _____

EDUCATION:

	<i>Name and Address of School</i>	<i>Last year completed (Circle)</i>	<i>Did you graduate</i>		<i>Diploma or Degree</i>
High School		9 10 11 12	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Business/Technical School		1 2 3 4	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
College or University		1 2 3 4	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Graduate School		1 2 3 4	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Other		1 2 3 4	No <input type="checkbox"/>	Yes <input type="checkbox"/>	

CERTIFICATIONS/SPECIAL SKILLS:

Type of certificate/license: _____

Are you licensed in the State of Maryland? Yes No If no, what state? _____

Certificate/license number: _____ Year obtained: _____ Expiration date: _____

Has this professional certification/license ever been revoked or suspended? Yes No

If yes, explain: _____

List special skills, expertise, or training (e.g., familiarity with computer software products, proficiency in a foreign language) that may help us to understand your skills and abilities.

GOUCHER COLLEGE
Education without boundaries

EMPLOYMENT HISTORY:

Begin with current or most recent position and work backward. Complete in detail and include your ENTIRE employment history for the past four positions you've held; explain any lapse for which time is not accounted. Briefly describe your duties and responsibilities in the blocks provided. Include all work experience (military, part-time, and volunteer). Do not write "see resume or see attached". Continuation sheets are available should you need more space.

Current or most recent Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number(s):			
	Starting Salary	Final Salary	
Supervisor:			
Reason for Leaving:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Previous Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number(s):			
	Starting Salary	Final Salary	
Supervisor:			
Reason for Leaving:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Previous Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number(s):			
	Starting Salary	Final Salary	
Supervisor:			
Reason for Leaving:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Previous Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number(s):			
	Starting Salary	Final Salary	
Supervisor:			
Reason for Leaving:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		

GOUCHER COLLEGE

Education without boundaries

PROFESSIONAL REFERENCES: (DO NOT INCLUDE RELATIVES)

Name	Phone	Relationship (e.g., coworker, supervisor)
Name	Phone	Relationship (e.g., coworker, supervisor)
Name	Phone	Relationship (e.g., coworker, supervisor)

I hereby authorize Goucher College to contact all above-listed employers and professional references (unless indicated otherwise above) concerning my prior work experience and to request information in my personnel records concerning efficiency ratings, disciplinary actions, salary information, accident or injury reports, criminal records, and any other information, whether favorable or unfavorable. I hereby authorize all such parties to provide such information to Goucher College. I release Goucher College and all parties identified above from liability for any damage that may result from furnishing information to Goucher College.

Signature of Applicant _____ **Date** _____

I certify that all statements and information furnished by me in this employment application and any accompanying documents are true and correct. I understand that any false information, misrepresentations or omission of pertinent information may result in withdrawal of an employment offer, or, if hired, immediate dismissal. I further understand that, if hired, my employment is subject to all guidelines and policies of Goucher College. I understand, also, that all offers of employment are conditioned upon satisfactory completion of a post-offer background investigation that may include criminal, credit, and/or driving background checks. This application does not constitute an express or implied contract of employment.

Signature of Applicant _____ **Date** _____

Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector, or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100. I acknowledge that I have read the above statement with respect to polygraph and similar tests.

Signature of Applicant _____ **Date** _____

Clery Act Notice: In accordance with the Clery Act, Goucher College publishes an annual report disclosing campus security policies and three years of selected crime statistics, as well as information about crimes that might pose a threat to the community, basic rights that must be accorded to victims of sexual assault, and the college policy regarding alcoholic beverages and substance abuse. A printed copy of the Clery Act report is available, upon request, at the College's Office of Public Safety and on-line at <http://www.goucher.edu/x1303.xml>.