



GUSTAVUS ADOLPHUS COLLEGE EMPLOYMENT APPLICATION

Search # _____

Position Desired _____ Date of Application _____

Name _____ E-mail _____
 Last First Middle

Address _____
 Street City State Zip

Telephone where you may be contacted:

Residence (____) _____ Between the hours of _____ and _____.

Work or Alternate (____) _____ Between the hours of _____ and _____.

Type of Employment: ___Regular ___Temporary or Seasonal

Rank in order of preference the number of hours per week you prefer: (1 = most desirable)
 ___10-15 ___20-24 ___30-35 ___40Rank in order of preference the months per year you prefer to work: (1 = most desirable)
 ___12 months
 ___9 months (some positions have reduced hours or are not scheduled during the summer months)What shifts are you willing to work? (Check all that apply.)
 ___Days only ___Monday - Friday only
 ___Days or Evenings ___Monday - Sunday
 ___Evenings only ___Saturday - Sunday only

Date Available for Work: _____ Salary Desired _____

Are you 18 years of age or over? Yes No If not, state birthdate _____

Are you legally eligible for employment in the United States? Yes No

Have you ever been employed by Gustavus? Yes No
 If yes, state dates and position _____

Are you currently a student at Gustavus? Yes No

EDUCATION

School Name and Location	# Years Attended	Did you Graduate?	Degree, Certification, or Major Area of Study
High School			
Vocational/Technical			
College			
Other			

WORK EXPERIENCE

List your work experience (paid or volunteer), but do not provide dates of employment for jobs held more than five years ago.

Employer	Address	Phone
Your Title	Supervisor's Name and Title	
Principal Duties	Dates Employed _____ to _____ Total _____ years _____ months	
Hours per Week	Hourly Rate/Salary	
Reason for Leaving		

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Your Title	Supervisor's Name and Title	
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(Attach additional sheets if necessary.)

Are there employers you do not want us to contact? If yes, list and explain.

Describe any additional training, skills, licensure, etc.

List tools and machines that you have operated: _____

If the position in which you are applying requires a valid driver's license, please complete:

State _____ Class _____

Number _____

REFERENCES List three persons (not related to you) who can be contacted regarding your qualifications, work habits and character. We prefer references who have worked with you in the employment setting or on a volunteer activity.

Name	Occupation	Address	Phone

GENERAL INFORMATION Use the space below to describe your interest in the desired position and why you feel that you are qualified for a position at Gustavus.

PLEASE READ BEFORE SIGNING

Gustavus Adolphus College is an equal opportunity employer and does not discriminate against any employee or applicant because of race, color, creed, age, sex, natural origin, marital status, disability, veterans status, and status with regard to public assistance.

It is the College's policy to make reasonable accommodations for qualified applicants and employees with known physical and mental disabilities in order for them to perform the essential functions of the job in question.

By signing your name below, you:

- * Certify that all information contained in this application is true and complete. You understand that false or misleading statements, or omission of fact, may be cause for rejection of your application or dismissal if you are hired.
- * Understand that you may be required to undergo a physical examination at this employer's expense by a medical professional designated by this employer, to determine if you are able to perform the essential functions of this position in an effective and safe manner, and if accommodations need to be made for you.
- * Authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. Moreover, you authorize all previous employers or other persons having information concerning your previous employment and any other pertinent information to report such information to this employer. You release all parties from all liability for any damage that may result from making such disclosures.
- * Understand and agree that, if hired, your employment is at the will of the employer and for no definite period and may be terminated at any time for any reason, with or without prior notice.
- * If an offer of employment is made, proof of your right to work in the United States will be required.

I hereby acknowledge that I have read and understand each of the above statements.

Signature of Applicant

Date

Please return to: Department of Human Resources
Gustavus Adolphus College
800 West College Avenue
St. Peter, MN 56082

E-mail to: humanresources@gustavus.edu