

OBERLIN

Oberlin College Employment Application



An Affirmative Action, Equal Opportunity Employer

Equal Employment Opportunity Policy

Oberlin College is committed to a policy of non-discrimination and employment opportunity for all persons without regard to race, color, national origin, religion, creed, age, sex, sexual orientation, marital status, family relationship to an employee of Oberlin College, disability, or veteran status, except where such a distinction may be required by law, Oberlin College policy, or is proven to be a bona fide occupational qualification.

PLEASE COMPLETE

Last Name	First name, Middle initial	Date of Application	Position/Dept.
			WPM

Last name	First	MI	Date of Application	
Street Address			Type(s) of work desired	Last 4 digits of SSN
City	State	ZIP	Home telephone	Work telephone
How were you referred to OC? (Check only one & give name.)				
Advertisement		Employment agency		By an employee

Please read carefully and complete by printing in ink or typing. Provide all information requested

A separate application must be submitted for each position for which you are applying:

Name of Position: _____

Full time Part time Continuing Temporary

*Please be aware that the interviewer(s) may contact your supervisor or department head.

Employment record - Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present Company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Base salary	Dates worked From	To	
Reason for leaving			

Company		Type of Business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Base salary	Dates worked From	To	
Reason for leaving			

For internal applicants:

May we contact your current supervisor?

Yes No

Oberlin College's hiring practices do not discriminate based on family relationships; however, we do adhere to a nepotism policy.

Military Record

Branch of service From To

Present military affiliation: **None** **Reserve (active)** **Reserve (inactive)**

Kinds of training and duty while in service

Professional/Work References

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for which you are applying.

Name	Title/relationship	Address <small>(street, city, state, zip code)</small>	Phone no. <small>(include area code)</small>	Occupation

Wage or salary required:

Date available:

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the College's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand also, that I am required to abide by all rules and regulations of the College.

Please note: A separate application w/an original signature must be submitted for each position. We regularly advertise positions in the *Cleveland Plain Dealer*, the *Lorain Morning Journal*, the *Elyria Chronicle-Telegram* on Sundays, and in the *Oberlin News-Tribune* on Tuesdays.

This office does not maintain a policy of notifying job applicants of the status of their application or when a position has been filled. If you are not contacted for an interview you may assume that a better qualified candidate was selected for the position.

All questions must be completed. Incomplete applications will not be considered.

Date

Signature

If any of your educational or employment records are under other than the above name, please provide other names.