



ADMINISTRATION, FACULTY, STAFF EMPLOYMENT APPLICATION

PLEASE READ CAREFULLY

APPLICANTS MAY REQUEST ANY NEEDED ACCOMMODATION TO PARTICIPATE IN THE APPLICATION PROCESS.

NONDISCRIMINATION POLICY

Miles College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

There shall be no retaliation against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Any applicant, employee, or student reporting sexual or other harassment or discrimination will also be protected from reprisals or retaliation by the College, any supervisors, and/or co-workers as a result of such complaint(s).

Miles College selects applicants based on the requirements and qualifications of a particular position. It is not possible to interview all applicants. We ask that you be as specific as possible when completing the application. Please feel free to add any information you consider to be helpful in our selection of the most qualified applicant. Your application for employment will be given full consideration. Our main source of information concerning your qualifications is this application. Your employment history and skills will be carefully evaluated. Only employment applications with original signatures will be accepted. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying.

INSTRUCTIONS: Type or print. Notify the College of any change in address subsequent to filing this application. If more space is required, attach an additional sheet as needed.

Form with fields: Last Name, First Name, Middle Name/Initial, Home Phone Number, Address, Cell Phone Number, City, State, Zip Code, Work Phone Number, Position of Interest, E-Mail Address

**NAME** \_\_\_\_\_

**EMPLOYMENT:** List below all employment for the past ten years, beginning with your most recent and accounting for all periods of unemployment (attached an additional sheet as needed).

Name of Employer \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Type of Business \_\_\_\_\_ Final Salary \_\_\_\_\_  
Position Held \_\_\_\_\_ Full-Time  Part-Time   
Job Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact this employer for reference?  Yes  No Supervisor's Name \_\_\_\_\_

Name of Employer \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Type of Business \_\_\_\_\_ Final Salary \_\_\_\_\_  
Position Held \_\_\_\_\_ Full-Time  Part-Time   
Job Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact this employer for reference?  Yes  No Supervisor's Name \_\_\_\_\_

Name of Employer \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Type of Business \_\_\_\_\_ Final Salary \_\_\_\_\_  
Position Held \_\_\_\_\_ Full-Time  Part-Time   
Job Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact this employer for reference?  Yes  No Supervisor's Name \_\_\_\_\_

Name of Employer \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Type of Business \_\_\_\_\_ Final Salary \_\_\_\_\_  
Position Held \_\_\_\_\_ Full-Time  Part-Time   
Job Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact this employer for reference?  Yes  No Supervisor's Name \_\_\_\_\_

NAME \_\_\_\_\_

**EDUCATION:** Please list High School, Technical, Trade, Professional, Military, or Business School, College and/or Universities attended.

School Name	Major	Diploma/Degree Received	Semester Hrs/Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PERSONAL DATA:**

Please indicate the type of position for which you are interested:

Full-Time  Part-Time  Temporary  Summer Only

If part-time: Hours, days available \_\_\_\_\_

Anticipated Salary \_\_\_\_\_ Date Available \_\_\_\_\_

Are you a U.S. citizen?  Yes  No If no, please indicate visa classification \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No  
(proof of identity and eligibility will be required upon employment)

Are you over 18 years of age?  Yes  No If no, you will be required to provide authorization to work.

Please indicate the name(s) and relationship of any relatives currently working for Miles College  
\_\_\_\_\_

Have you been charged with a criminal offense which constituted a felony or misdemeanor or have you ever plead guilty or been convicted of a felony or misdemeanor?

Yes  No If yes, please explain (a conviction will not necessarily disqualify an applicant).  
\_\_\_\_\_

Please list professional memberships, professional affiliations, extracurricular activities and accomplishments (do not include information that relates to race, ethnicity, political, or religious affiliation).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any licenses, certificates, or special skills that you possess related to this job. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate computer/software experience \_\_\_\_\_

Clerical applicants only: Typing – WPM \_\_\_\_\_

**NAME** \_\_\_\_\_

**REFERENCES:** List below the names, addresses, and telephone numbers of three professional references, who are not related to you, who have knowledge of your qualifications for the position for which you are applying.

<b>Name</b>	<b>Address</b>	<b>Telephone Number</b>	<b>Years Known</b>	<b>Title/ Relationship</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**APPLICANT'S CERTIFICATION:**

I hereby certify that the statements and information contained in this application and other materials submitted are true, complete and correct to the best of my knowledge and belief, and I authorize Miles College, and my former employers listed to verify the accuracy.

I understand and agree that:

- Any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the U.S.
- Filing an application at the College does not indicate there are positions open or obligate the College in any way.
- The information contained herein will be held confidential and is, together with any attached papers, the property of the College.

In consideration of my employment, I agree to fully adhere to the policies, rules, and regulations of employment with Miles College and I understand that my employment and compensation can be terminated at-will, with or without cause, and with or without notice, at any time, whether at my option or at the option of Miles College. Compensation, benefits, salary/hourly rate, hours of work, policies, rules, and regulations of employment and other working conditions are subject to change at the College's discretion.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date