

**EMPLOYMENT APPLICATION**

**GENERAL INSTRUCTIONS**

Thank you for your interest in St. Thomas Aquinas College. Please attach your resume and complete the application in its entirety so that we can fully evaluate your qualifications. Please attach supplementary sheets with additional information if allotted space is not sufficient. St. Thomas Aquinas College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation or expression, disability, age, religion, ancestry, genetic information, marital status, veteran status or any other legally-protected category. Announcement of this policy is in accordance with State and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination in Employment Act of 1976 and the Americans with Disabilities Act of 1990. For more information, please contact: EEO, Section 504/ADA and Title IX Compliance Officer, 125 Route 340, Sparkill, NY 10976, 845-398-4044. This employment application is valid for a one-year period after submission.

Date of Application: **Click here to enter a date.** Date Available: **Click here to enter a date.**

Name (Legal name): **Click here to enter text.**

Position(s) Desired: 1. **Click here to enter text.**

 2. **Click here to enter text.**

Mailing Address: **Click here to enter text.**

City: **Click here to enter text.** State: **Click here to enter text.** Zip: **Click here to enter text.**

Home Phone: **Click here to enter text.** Work Phone: **Click here to enter text.**

Are you legally eligible to work in the U.S.? [ ]  **Yes**  [ ]  **No**

*[Note: If offered employment, you will be required to submit documentation as required by The 1986 Immigration Reform and Control Act]*

Preferred Employment: [ ]  **Full-Time** [ ]  **Part-Time**

Have you been previously employed at St. Thomas Aquinas College?[ ] **Yes** [ ]  **No**

If so, when? **Click here to enter text.**

What position? **Click here to enter text.**

Do you have relatives at St. Thomas Aquinas College?[ ]  **Yes** [ ]  **No**

If yes, relationship:

If employed, would you be willing to travel to out-of-town meetings/seminars?[ ]  **Yes** [ ]  **No**

Are you currently on “lay-off” status and subject to recall?[ ]  **Yes**  [ ]  **No**

Are you able to perform the essential functions of the job with or without reasonable accommodations?

[ ]  **Yes** [ ]  **No**

Have you ever been convicted of a felony?[ ]  **Yes** [ ]  **No**

*[Conviction will not necessarily disqualify an applicant for employment]*

If yes, please describe conditions on a separate sheet.

**EDUCATION**

Name of High School Attended: **Click here to enter text.**

City: **Click here to enter text.** State: **Click here to enter text.**

Highest Grade Completed: [ ]  9 [ ]  10 [ ]  11 [ ]  12

Name of College Attended: **Click here to enter text.**

Highest Year Completed: [ ]  1 [ ]  2 [ ]  3 [ ]  4 Did you graduate? [ ]  **Yes** [ ]  **No**

College Degree(s) Earned: **Click here to enter text.** Major Field(s) of Study: **Click here to enter text.**

Name of Other School Attended: **Click here to enter text.**

Years Completed: [ ]  1 [ ]  2 [ ]  3 [ ]  4 Did you graduate? [ ]  **Yes**  [ ]  **No**

Degrees/Certificates Earned: **Click here to enter text.** Major Field(s) of Study: **Click here to enter text.**

Name of Other School Attended: **Click here to enter text.**

Years Completed: [ ]  1 [ ]  2 [ ]  3 [ ]  4 Did you graduate? [ ]  **Yes** [ ]  **No**

Degrees/Certificates Earned: **Click here to enter text.** Major Field(s) of Study: **Click here to enter text.**

**MILITARY RECORD**

Have you served in the U.S. Armed Forces? [ ]  **Yes** [ ]  **No**

What Branch? **Click here to enter text.**

Date of Duty: From:**Click here to enter a date.** To: **Click here to enter a date.**

Describe any military training/experience relevant to the position for which you are applying:

 **Click here to enter text.**

**SKILLS**

**Computer Skills**

[ ]  Data Entry

[ ]  Systems/Programing, explain: **Click here to enter text.**

[ ]  Networking, explain: **Click here to enter text.**

**Software Applications Level of Ability**

[ ]  Microsoft Word [ ] Beginner [ ]  Intermediate [ ] Advanced

[ ]  Microsoft Access [ ] Beginner [ ]  Intermediate [ ] Advanced

[ ]  Microsoft Excel [ ] Beginner [ ]  Intermediate [ ] Advanced

[ ]  PowerPoint [ ] Beginner [ ]  Intermediate [ ] Advanced

[ ]  Other, explain: **Click here to enter text.**

Other Job Related Skills: **Click here to enter text.**

List of Licenses and Certificates presently or formerly held: **Click here to enter text.**

**EMPLOYMENT RECORD**

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable**. *All information in this section must be complete****.* A resume may be attached, but not substituted for completing this section.

Name of Employer: **Click here to enter text.**

From: **Click here to enter a date.** To: **Click here to enter a date.**

Address: **Click here to enter text.** Phone: **Click here to enter text.**

Job Title: **Click here to enter text.** Name of Supervisor: **Click here to enter text.**

May we contact this employer?[ ]  **Yes** [ ]  **No**

Reason for Leaving: **Click here to enter text.**

Job Duties (Please Give Details): **Click here to enter text.**

Name of Employer: **Click here to enter text.**

From: **Click here to enter a date.** To: **Click here to enter a date.**

Address: **Click here to enter text.** Phone: **Click here to enter text.**

Job Title: **Click here to enter text.** Name of Supervisor: **Click here to enter text.**

May we contact this employer?[ ]  **Yes** [ ]  **No**

Reason for Leaving: **Click here to enter text.**

Job Duties (Please Give Details): **Click here to enter text.**

Name of Employer: **Click here to enter text.**

From: **Click here to enter a date.** To: **Click here to enter a date.**

Address: **Click here to enter text.** Phone: **Click here to enter text.**

Job Title: **Click here to enter text.** Name of Supervisor: **Click here to enter text.**

May we contact this employer?[ ]  **Yes** [ ]  **No**

Reason for Leaving: **Click here to enter text.**

Job Duties (Please Give Details): **Click here to enter text.**

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Address: **Click here to enter text.** Phone: **Click here to enter text.**

Job Title: **Click here to enter text.** Name of Supervisor: **Click here to enter text.**

May we contact this employer?[ ]  **Yes** [ ]  **No**

Reason for Leaving: **Click here to enter text.**

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Address: **Click here to enter text.** Phone: **Click here to enter text.**

Job Title: **Click here to enter text.** Name of Supervisor: **Click here to enter text.**

May we contact this employer?[ ]  **Yes** [ ]  **No**

Reason for Leaving: **Click here to enter text.**

Job Duties (Please Give Details): **Click here to enter text.**

**Salary expectation:**

**REFERENCES**

List name, address and telephone numbers of three references, preferably work-related and not listed as “supervisor” above:

1. **Click here to enter text.**
2. **Click here to enter text.**
3. **Click here to enter text.**

**PLEASE READ CAREFULLY AND SIGN BELOW**

*The facts, as I have stated them in this employment application, are true and complete. I understand that if I am employed, any false statement on this application may result in immediate termination of employment. I also understand that this application is not an actual or implied contract of employment, and does not obligate the College in any way. I understand that if hired, my employment is at-will and can be terminated at any time for any reason by the College.*

**Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing of your application for employment which will provide applicable information concerning character, general reputations, personal characteristics and mode of living.**

*I waive all provisions of law forbidding colleges and universities that I attended, or past employers, from disclosing such information to the Office of Human Resources and/or the Department of Administrative Services that holds the vacancy for which I am applying, and to appropriate officials for recruitment processes.*

*I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.*

Signature of Applicant: **Click here to enter text.**

Date: **Click here to enter a date.**