



BAUMAN COLLEGE

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Please complete all fields of the Employment Application below and submit by email, along with your resume and cover letter as attachments. Send to: resumes@baumancollege.org

PERSONAL INFORMATION

Position applying for _____ Date _____

First and Last Name _____ Middle Name _____

Have you ever worked or attended school under another name? _____ Yes No

If so, under what name? _____

Cell Phone _____ Home Phone _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Have you ever applied to or worked for Bauman College before? _____ Yes No

If yes, when? _____

Do you have any friends or relatives working for Bauman College? _____ Yes No

If yes, state name(s) and relationships: _____

Name _____ Relationship _____

Name _____ Relationship _____

If hired, would you have a reliable means of transportation to and from work? _____ Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) _____ Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? _____ Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? ____ Yes No

If no, describe the functions that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana related offenses that are more than two years old need not be listed.) _____ Yes No

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

If yes, state nature of the crime(s), when and where convicted, and disposition of the case:

EDUCATION, TRAINING, AND EXPERIENCE

Name of High School _____

City _____ State _____

No. of years completed _____ Did you graduate? Yes No Degree or Diploma _____

College/University _____

City _____ State _____

No. of years completed _____ Did you graduate? Yes No Degree or Diploma _____

Vocational/Business _____

City _____ State _____

No. of years completed _____ Did you graduate? Yes No Degree or Diploma _____

Other Training (please specify) _____

City _____ State _____

No. of years completed _____ Did you graduate? Yes No Degree or Diploma _____

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last five years is sufficient).
Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer _____ Phone Number _____
Type of Business _____ Supervisor's Name _____
Address _____ City _____ State _____ Zip Code _____
Dates of Employment: From _____ To _____ Hourly Rate Annual Salary Starting _____ Ending _____
Job Title _____
Key Responsibilities _____
Reason for Leaving _____
May we contact this employer for a reference? _____ Yes No

Name of Employer _____ Phone Number _____
Type of Business _____ Supervisor's Name _____
Address _____ City _____ State _____ Zip Code _____
Dates of Employment: From _____ To _____ Hourly Rate Annual Salary Starting _____ Ending _____
Job Title _____
Key Responsibilities _____
Reason for Leaving _____
May we contact this employer for a reference? _____ Yes No

Name of Employer _____ Phone Number _____
Type of Business _____ Supervisor's Name _____
Address _____ City _____ State _____ Zip Code _____
Dates of Employment: From _____ To _____ Hourly Rate Annual Salary Starting _____ Ending _____
Job Title _____
Key Responsibilities _____
Reason for Leaving _____
May we contact this employer for a reference? _____ Yes No

Note: Attach additional page(s) if necessary.

REFERENCES

List three personal references who have first-hand knowledge of your professional competence and your personal qualifications.

Reference Name _____ Phone Number _____

Email _____ Employer Name _____

Address _____ City _____ State _____ Zip Code _____

Title _____ Relationship _____ No. of Years Acquainted _____

Reference Name _____ Phone Number _____

Email _____ Employer Name _____

Address _____ City _____ State _____ Zip Code _____

Title _____ Relationship _____ No. of Years Acquainted _____

Reference Name _____ Phone Number _____

Email _____ Employer Name _____

Address _____ City _____ State _____ Zip Code _____

Title _____ Relationship _____ No. of Years Acquainted _____

AGREEMENT

Please read carefully, initial each paragraph and sign below.

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Bauman College any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Bauman College, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Bauman College. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Bauman College, and that no promises or representations contrary to the foregoing are binding on Bauman College unless made in writing and signed by me and Bauman College's designated representative.

Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Bauman College, I am entitled to copies of any such public records obtained by Bauman College unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Applicant's Signature _____ Date _____