

BETHEL COLLEGE

Human Resources
 1001 Bethel Circle
 Mishawaka, IN 46545

APPLICANT – TYPE OR PRINT CLEARLY IN BLACK INK			
Name: (Last) (First) (Middle)			Date of Application:
			Position Applying For:
Address: (Street & Apartment Number)		City:	State: Zip: Work Phone () Home Phone () OK to call at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
EMPLOYMENT RECORD – List present or most recent employment first. Complete even if accompanied by a resume.			
Employer:		Position Title:	Start Date: End Date:
Street Address:		Salary	Hours per Week
City, State, Zip	Last Supervisor's Name:	Employer's Phone: ()	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties/Responsibilities:			Reason for Leaving
Employer:		Position Title:	Start Date: End Date:
Street Address:		Salary	Hours per Week
City, State, Zip	Last Supervisor's Name:	Employer's Phone: ()	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties/Responsibilities:			Reason for Leaving
Employer:		Position Title:	Start Date: End Date:
Street Address:		Salary	Hours per Week
City, State, Zip	Last Supervisor's Name:	Employer's Phone: ()	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties/Responsibilities:			Reason for Leaving

Existence of a criminal record is not an automatic bar to employment. Consideration will be given to the nature of the position being sought, specific offense, your age at the time of the offense, the period of time which has elapsed since the commission of the offense and any extenuating circumstances (*Arrests without convictions need not be reported)

Have you ever been convicted of a misdemeanor or felony? Yes No
 If yes, please give date, place of conviction and explain circumstances:

EDUCATION AND TRAINING

	Name of School and Location:	Dates Attended: From To		Did you Graduate?	Degree or Diploma	Semester Units	Major Subject
High School							
College, University or Technical School							
College, University or Technical School							

Academic honors, awards, scholarships, professional organizations, volunteer activities, certificates, publications, licenses, or any other information you consider significant and relevant to employment at Bethel College:

REFERENCES – List or attach a list of three professional/supervisor references **other than friends/relatives** who have knowledge of your work experience/education.

Name:	Mailing Address:	Phone Number (Day)

I certify that statements made on the application, on a resume, attachments hereto, or other supplementary materials provided by me are full and complete statements of the facts. I understand that false, misleading, or omitted information can result in refusal of employment or termination in cases where erroneous information is discovered after employment has begun. I understand that if I am offered employment and accept, this employment application form becomes part of the terms and conditions of employment.

I understand that: Employment is contingent on supplying of documents for Employment Eligibility Verification.

Applicant's Signature: _____

Date: _____

Bethel College is an Equal Opportunity Employer

Please attach resume if desired