

HESSTON COLLEGE

Application for Employment

Please complete the form below to express your interest in applying for an open position at Hesston College. Please attach any resume, curriculum vitae or transcripts as needed.

Position applied for _____

Personal information

Name _____ Email address _____

Address _____ Church affiliation _____

Primary phone _____ Secondary phone _____

Are you eligible to work in the U.S.? Yes No

Are you at least 18 years old? (If not, you may be required to provide authorization to work.) Yes No

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

How did you hear about Hesston College?

Employee referral College website Newspaper ad

Former student Former employee Other _____

Education

	Name and location of school	No. of years attended	Degrees received	Subjects studied/ major
High School	_____	_____	_____	_____
College/University	_____	_____	_____	_____
Trade/Correspondence	_____	_____	_____	_____
Additional Education	_____	_____	_____	_____
Additional Education	_____	_____	_____	_____

Employment history*

Name of Employer _____ Job title _____

Address _____ Phone _____

Dates employed from _____ to _____ Rate of pay _____

Work performed _____

Reason for leaving _____ Supervisor name _____

If presently employed, may we contact them for a reference? Yes No

Name of Employer _____ Job title _____

Address _____ Phone _____

Dates employed from _____ to _____ Rate of pay _____

Work performed _____

Reason for leaving _____ Supervisor name _____

Name of Employer _____ Job title _____
Address _____ Phone _____
Dates employed from _____ to _____ Rate of pay _____
Work performed _____
Reason for leaving _____ Supervisor name _____

*If you have additional work experience to list, please attach a resume or list the above information for each additional position on a separate sheet of paper.

Additional experience or qualifications

List any other experiences, skills or other qualifications to consider.

References

List two employment and one personal reference.

Name _____ Employment relationship _____
Telephone _____ Email address _____

Name _____ Employment relationship _____
Telephone _____ Email address _____

Name _____ Personal relationship _____
Telephone _____ Email address _____

Candidate acknowledgement

Hesston College does not discriminate on the basis of race, religion, gender, perceived gender, gender identity or expression, sexual orientation, ethnicity/national origin, citizenship status, age, ancestry, color, marital or family status, pregnancy or pregnancy-related conditions, physical or mental disability, genetic information, military or veteran or military discharge status, or any other characteristic protected by local, state or federal law in employment or admission or access to, or treatment in, its programs and activities.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Hesston College to hire me. If I am hired, I understand that either Hesston College or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Hesston College has the authority to make any assurance to the contrary.

I attest with my signature below that I have given Hesston College true and complete information on this application. No requested information has been concealed. I authorize Hesston College to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature _____ Date _____

This application is valid for six months from the date signed.