

# Application for Employment

An Equal Opportunity Employer



Office of Human Resources  
90 Quaker Hill Road  
Unity, ME 04988  
(207) 948-3131  
www.unity.edu

Please complete all sections, even if attaching a resume

**PART I- Applicant Information** *(please print)*

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address (Street or P.O., City, ST, Zip) \_\_\_\_\_

Home Phone \_\_\_\_\_ Position(s) applying for \_\_\_\_\_

Other Phone \_\_\_\_\_ I prefer to work  Casual/Relief (as needed)  Part-time  Full-time

Have you worked for Unity College in the past?  yes  no E-Mail Address: \_\_\_\_\_

Do you have relatives working for Unity College?  no  yes, Name of Relative \_\_\_\_\_

Are you eligible to be lawfully employed in the United States?  yes  no *(proof of citizenship of immigration status is required upon employment)*

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)?      yes      no

How did you hear about this position?  Newspaper  Website  Radio  TV  Other \_\_\_\_\_  
 Referred By \_\_\_\_\_

Date available for employment \_\_\_\_\_ Salary expectation \_\_\_\_\_

Have you ever been convicted of a crime, or pled guilty, "nolo", or no contest?  no  yes *Please list approximate date, nature of offense, location, status, and penalty* \_\_\_\_\_

Is there criminal action currently pending against you?  no  yes *Please list approximate date, nature of offense, location, status, and penalty* \_\_\_\_\_

**PART II- Education**

NAME	CITY, STATE	GRADUATED	DEGREE TYPE
HIGH SCHOOL		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Diploma <input type="checkbox"/> GED
HIGHER EDUCATION		<input type="checkbox"/> yes <input type="checkbox"/> no	
HIGHER EDUCATION		<input type="checkbox"/> yes <input type="checkbox"/> no	
HIGHER EDUCATION		<input type="checkbox"/> yes <input type="checkbox"/> no	
HIGHER EDUCATION		<input type="checkbox"/> yes <input type="checkbox"/> no	

Professional License: \_\_\_\_\_ Date first received \_\_\_\_\_

Certifications: \_\_\_\_\_

Please attach a copy of professional license and certifications.

**PART III- Employment History/Work References** *(please fill out completely)*

Employer	Dates of employment (mo/yr) From:	To:
Address	Phone	
Title/duties		

Name and title of last supervisor	
Reason for leaving	Final rate of pay

**Employment history continued**

Employer	Dates of employment (mo/yr) From:	To:
Address		Phone
Title/duties		
Name and title of last supervisor		
Reason for leaving	Final rate of pay	

Employer	Dates of employment (mo/yr) From:	To:
Address		Phone
Title/duties		
Name and title of last supervisor		
Reason for leaving	Final rate of pay	

Please explain any periods of unemployment over the last 10 years \_\_\_\_\_

I  give permission  do not give permission for you to contact my *current* employer at this time for a reference.

**PART IV- Character References:** *include individuals familiar with your work ethic other than employers or relatives (i.e. co-workers, teachers, or customers.)*

Name	How do you know this person?
Address	Phone
City	State Zip code

Name	How do you know this person?
Address	Phone
City	State Zip code

Name	How do you know this person?
Address	Phone
City	State Zip code

**PART V- Applicant's Certification and Release**

*I certify that I've provided truthful and complete responses on this application. Should I be employed, I know that any misrepresentation, falsification, or omission may result in immediate dismissal. I understand that employment will be on an at-will basis, that my employment may be terminated, with or without cause or notice, at any time, at my option or that of Unity College. I realize that no representative of Unity College has authority to enter into any agreement for continuing employment for any specific period of time or which is contrary to the above without written approval of the President. I authorize references and employers to give Unity College any information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I release the employers, references, and Unity College from liability from any damage or injury which may result from furnishing the same to Unity College. I authorize Unity College to verify all information set forth in my application and received during the application process by any means permitted by law. If employed by Unity College, I will abide by its rules and regulations, which I understand are subject to change.*

I have read and understand the above certification and release.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_