

# APPLICATION FOR EMPLOYMENT



## Human Resources

100 Grant Street • De Pere, WI 54115-2099

St. Norbert College adheres to all policies of non-discrimination on the basis of age, race, religion, creed, color, handicap, marital status, gender, sexual orientation, national origin, ancestry, veterans status, arrest record or conviction, or other characteristics protected by federal state and local laws. At the same time, St. Norbert cherishes its right and duty to seek and retain employees who will make a positive contribution to its religious character, goals and mission in order to enhance the Catholic Norbertine tradition.

St. Norbert College hires only U.S. citizens and aliens lawfully authorized for work, and requires all new employees to submit documents necessary for certification of work eligibility under federal law.

St. Norbert College's annual security report includes statistics on reported crimes and institutional policies concerning campus security. This report, published in compliance with federal Clery Act requirements, is available at the Campus Safety Department or on the web at [www.snc.edu/campussafety/cleryreport](http://www.snc.edu/campussafety/cleryreport).

All applicants are advised that copies of applicable state and federal employment law posters are found in the St. Norbert Human Resources office located on the St. Norbert campus and on St. Norbert College's web site at [www.snc.edu/hr/postings.html](http://www.snc.edu/hr/postings.html).

Employment applications will be kept on active file for six months. To be considered for any other future position openings, individuals must contact Human Resources.

**Please note: To complete and submit this application electronically, you MUST use Adobe Reader, which is available for free from [adobe.com](http://adobe.com). Other programs may neglect to save the completed application. We cannot accept applications completed with Apple's Preview program, as they are not compatible with Adobe Reader.**

## PERSONAL INFORMATION (Please print clearly or type)

Name \_\_\_\_\_  
*Last* *First* *Middle*

Home address \_\_\_\_\_  
*Street* *Apt. Number*

\_\_\_\_\_  
*City* *State* *Zip Code*

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Daytime telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail address \_\_\_\_\_

**ST. NORBERT COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

## MISCELLANEOUS INFORMATION

Position applying for: \_\_\_\_\_

How did you learn about this vacancy?  College web site  Employee referral  Other (please specify) \_\_\_\_\_

Salary expectations for above position: \_\_\_\_\_

Have you ever been employed by SNC?  Yes  No If so, when? \_\_\_\_\_

Have you ever been terminated or forced to resign from any employment?  Yes  No

If so, please describe: \_\_\_\_\_

Have you ever been convicted of a crime or violation, other than a minor traffic infraction, or have you been currently charged with a crime or legal violation?  Yes  No

If yes, please provide details on each conviction including date, type of conviction, and state, county and city of conviction:

\_\_\_\_\_

*A conviction or pending charge will not automatically bar you from employment. You need not list any conviction which has been legally expunged by a court order.*

Please list any other names/aliases under which your work/educational records could be filed: \_\_\_\_\_

\_\_\_\_\_

Are you 18 or older?  Yes  No (If not, you may be required to provide an authorization to work).

Do you have a valid driver's license?  Yes  No (This answer will only be reviewed for jobs that might involve driving duties).

## EDUCATION

Name and Location of School	Number of Years Attended	Did You Graduate?	Major/Minor Field or Course of Study
<b>High School</b> Name _____ City _____ State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Post-secondary/Higher Education</b> Name _____ City _____ State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Post-secondary/Higher Education</b> Name _____ City _____ State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please list any trade licenses or certificates you have: \_\_\_\_\_

\_\_\_\_\_

## ADDITIONAL INFORMATION

Please list any additional details necessary to complete or clarify your application. Also list any professional, trade, office, technical, or other skills and abilities possessed by you. Please attach additional pages if necessary.

\_\_\_\_\_

\_\_\_\_\_

## EXPERIENCE (include military experience)

Please list your employment history (your resume may supplement this information, but cannot be used as a substitute), starting with your present or most recent employment and noting any periods in which you were not employed in the section marked "Additional Information." Include all positions with each employer. Use an additional sheet of paper if necessary. Please answer all questions.

<p>Present or last employer _____</p> <p>Address _____ Phone _____</p> <p>City _____ State _____ Zip _____</p> <p>Beginning job title _____ Ending job title _____</p> <p>Job duties _____</p> <p>Reason for leaving _____</p> <p>Name of immediate supervisor _____</p> <p>If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>DATES OF EMPLOYMENT</b></p> <p>From _____ Month / Day / Year</p> <p>To _____ Month / Day / Year</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Hours per week _____</p> <p>Starting salary _____</p> <p>Ending salary _____</p>
<p>Previous employer _____</p> <p>Address _____ Phone _____</p> <p>City _____ State _____ Zip _____</p> <p>Beginning job title _____ Ending job title _____</p> <p>Job duties _____</p> <p>Reason for leaving _____</p> <p>Name of immediate supervisor _____</p>	<p><b>DATES OF EMPLOYMENT</b></p> <p>From _____ Month / Day / Year</p> <p>To _____ Month / Day / Year</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Hours per week _____</p> <p>Starting salary _____</p> <p>Ending salary _____</p>
<p>Previous employer _____</p> <p>Address _____ Phone _____</p> <p>City _____ State _____ Zip _____</p> <p>Beginning job title _____ Ending job title _____</p> <p>Job duties _____</p> <p>Reason for leaving _____</p> <p>Name of immediate supervisor _____</p>	<p><b>DATES OF EMPLOYMENT</b></p> <p>From _____ Month / Day / Year</p> <p>To _____ Month / Day / Year</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Hours per week _____</p> <p>Starting salary _____</p> <p>Ending salary _____</p>
<p>Previous employer _____</p> <p>Address _____ Phone _____</p> <p>City _____ State _____ Zip _____</p> <p>Beginning job title _____ Ending job title _____</p> <p>Job duties _____</p> <p>Reason for leaving _____</p> <p>Name of immediate supervisor _____</p>	<p><b>DATES OF EMPLOYMENT</b></p> <p>From _____ Month / Day / Year</p> <p>To _____ Month / Day / Year</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Hours per week _____</p> <p>Starting salary _____</p> <p>Ending salary _____</p>

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## PROFESSIONAL REFERENCES

	Name and Title	Work Relationship	Address and Phone Number
1.			
2.			
3.			

## APPLICANT'S CERTIFICATION AND AGREEMENT

- I certify that the information contained in this application, and any supporting documents (resume, cover letter, etc.) are true to the best of my knowledge. I understand that any falsification, misrepresentation, or omission on this application and supporting documents is ground for refusal to hire, or if hired, dismissal.
- The submission of this application does not imply that the applicant will eventually be employed.
- St. Norbert College is an "at will" employer. Employees at St. Norbert College are not employed for a specific length of time nor are there any guarantees for continuing employment.
- If employed by the college, I agree to abide by all St. Norbert College rules, regulations and performance standards.
- I understand that the college may perform a background investigation of me, and such investigation may include a review of any personal web sites, Facebook pages, personal blogs, articles I have authored and any other background factor that it may deem relevant to my application.
- I am aware that the information within this application and any supporting documents may need to be verified by the college. I hereby authorize the following:

*I, the undersigned, hereby authorize and request any present or former employer, educational institution, consumer reporting agency or other persons having personal knowledge about me to furnish St. Norbert College and its affiliates and/or agents with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability and hold harmless all persons and corporations supplying this information to St. Norbert College, its affiliates and/or agents.*

*I authorize that a photocopy or fax of this authorization be accepted with the same authority as the original; and that this authorization be in effect throughout my candidacy for employment and, if employed by St. Norbert College and its affiliates, this authorization remain in effect throughout my employment.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

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