

Application For Employment - Faculty

Bennett College
900 East Washington Street
Greensboro, NC 27401-3239

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position Applied For		Date of Application	
How Did You Learn About us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Home Number	Cell Number	Email Address	

Have you ever filed an application with us before? Yes No

If Yes, give dates _____

Have you ever been employed with us before? Yes No

If Yes, give dates _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available to work? _____

Are you available to work: Full-Time Part-Time Shift Work Temporary

Can you travel if a job requires it? Yes No

We are an equal opportunity Employer

Education

	High School				Undergraduate College / University				Graduate / Professional				Doctorate			
School Name and Location																
Years completed	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4
Diploma / Degree																
Describe Course of Study																
Describe any specialized training, apprenticeship, Skills and extra-curricular activities																
Describe any honors you have received																
State any additional information you feel may be helpful to us in considering your application																

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
you may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status:

References

Give name, address, telephone number, and email address of three (3) to five (5) WORK references.

- 1.
- 2.
- 3.
- 4.
- 5.

Have you ever had any job-related training in the United States military?

Yes No

If yes, please describe _____

Are you physically able to perform the duties of the job for which you are applying with or without accommodations?

Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

EMPLOYER <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Dates Employed		Job Functions
Address		From	To	
City State Zip		Hourly Rate/Salary		
Telephone Number(s)		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
EMPLOYER <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Dates Employed		Job Functions
Address		From	To	
City State Zip		Hourly Rate/Salary		
Telephone Number(s)		Starting	Starting	
Job Title	Supervisor			
Reason for Leaving				
EMPLOYER <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Dates Employed		Job Functions
Address		From	To	
City State Zip		Hourly Rate/Salary		
Telephone Number(s)		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
EMPLOYER <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Dates Employed		Job Functions
Address		From	To	
City State Zip		Hourly Rate/Salary		
Telephone Number(s)		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
EMPLOYER <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Dates Employed		Job Functions
Address		From	To	
City State Zip		Hourly Rate/Salary		
Telephone Number(s)		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby acknowledge that any employment relationship with Bennett College is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the College.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date