

EMPLOYMENT RECORD

Starting with the present or most recent, list all employers. Include self-employment, summer and part-time jobs. More employment record sheets will be provided if necessary.

1. Company name and address: _____

Position title and type of work: _____

Dates of employment: _____

Rate of pay: _____

Reason for separation of service: _____

2. Company name and address: _____

Position title and type of work: _____

Dates of employment: _____

Rate of pay: _____

Reason for separation of service: _____

3. Company name and address: _____

Position title and type of work: _____

Dates of employment: _____

Rate of pay: _____

Applicant Initials _____

Reason for separation of service: _____

4. Company name and address: _____

Position title and type of work: _____

Dates of employment: _____

Rate of pay: _____

Reason for separation of service: _____

5. Company name and address: _____

Position title and type of work: _____

Dates of employment: _____

Rate of pay: _____

Reason for separation of service: _____

6. Company name and address: _____

Position title and type of work: _____

Dates of employment: _____

Rate of pay: _____

Reason for separation of service: _____

Applicant Initials _____

PERSONAL REFERENCES
(DO NOT INCLUDE RELATIVES)

1. Name: _____
Occupation: _____
Years Known: _____
Address: _____
Telephone: _____

2. Name: _____
Occupation: _____
Years Known: _____
Address: _____
Telephone: _____

3. Name: _____
Occupation: _____
Years Known: _____
Address: _____
Telephone: _____

GENERAL INFORMATION

What position, or type of position, are you applying for? _____

How were you referred to Huntingdon College? _____

Are you over 17 years of age? _____

If offered employment, what date would you be available to work? _____

Do you currently maintain a valid Alabama Driver's License? _____

If presently employed, may we contact your present employer? _____

Applicant Initials _____

ABILITY TO PERFORM ESSENTIAL FUNCTIONS

Do you possess the physical and mental capabilities, with or without reasonable accommodation, to perform the following essential job functions of the position of housekeeping staff?

_____ Yes _____ No	Climbing steep hills, stairs, or ladders?
_____ Yes _____ No	Sweeping or mopping floors?
_____ Yes _____ No	Changing Light Bulbs?
_____ Yes _____ No	Using cleaning solutions?
_____ Yes _____ No	Operating power tools such as floor equipment, pressure washers, power blowers, or vacuum cleaners?
_____ Yes _____ No	Moving furniture and other equipment and objects?
_____ Yes _____ No	Respecting the privacy of dormitory occupants and office staff, and the integrity of their property.
_____ Yes _____ No	Driving College vehicles such as vans, trucks, golf carts, etc?
_____ Yes _____ No	Reading work orders?

APPLICANT'S STATEMENT

I understand that Huntingdon College follows an "employment at will" policy applicable to the position for which I am applying. I understand that an "employment at will" policy means that the employer may terminate my employment at any time, or for any reason consistent with applicable state and federal laws; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the President of Huntingdon College. I understand that this application is not a contract of employment, or an offer of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that Huntingdon College reserves the right to thoroughly investigate my work personal history given on this application, on related papers, and in interviews. I authorize all individuals and organizations named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Applicant's Signature _____

Date _____