



**BENEDICTINE**  
**COLLEGE**

**1020 North Second Street  
Atchison, KS 66002**

**APPLICATION FOR EMPLOYMENT**

# BENEDICTINE COLLEGE

## APPLICATION FOR EMPLOYMENT

Benedictine College is an equal opportunity employer and educator. All qualified applicants will receive consideration for employment without regard to race, color, national or ethnic origin, sex, age, ancestry, disability, status as a veteran, marital status, parental status, genetic information, or any other classification protected by law. With respect to religion, as permitted by law, the College reserves the right to exercise discretion in employment decisions to employ persons who respect the Mission Statement, Vision and Commitment Statements, and College Values as adopted by the Board of Trustees.

Applications are accepted for specific job openings. Any applicant wishing to be considered for more than one open position must complete an application for each position. Attaching resumes, CV's etc. is acceptable but does not replace the need to complete every field on the application. Incomplete applications may be denied.

APPLICANT PERSONAL INFORMATION		
Name (Last, First, Middle)		Date of Application
Have you ever worked under another name? If so, enter below:		Email Address
Present Address	Street Address	City/State/Zip and County
Permanent Address (if same as above, enter "same")	Street Address	City/State/Zip and County
List any and all additional addresses where you have resided in the last 7 years.	Street Address	City/State/Zip and County
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List any and all additional addresses where you have resided in the last 7 years	Street Address	City/State/Zip and County
Phone (with area code)		Alternate Phone (with area code)
Are you available to work:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Overtime <input type="checkbox"/> Temporary	Date Available To Start Work
Position Applying for		Desired Salary

**APPLICANT GENERAL INFORMATION**

*Please check yes or no:*

	<b>Yes</b>	<b>No</b>
Are you able to perform the essential functions of this job either with or without reasonable accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Will you now or in the future require sponsorship to acquire or maintain U.S. work authorization?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with the College before? If yes, give dates: _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your current employer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel if the position requires it?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives employed by the College?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, list name and relationship: _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of, pled guilty to, or no contest to, a felony or misdemeanor?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please describe: _____		

*Note: A conviction record is not an automatic bar to employment. A conviction will be considered only in relation to specific job requirements and will be evaluated on a case-by-case basis. An applicant shall be notified if an adverse decision was based on conviction data received as a result of a post-offer background screen...*

**APPLICANT TRAINING AND SKILLS**

Please describe any licensing or certifications held that relate to the position applied for:

Please describe any U.S. Military skills, experience or training related to the position applied for:

Please describe any special training, skills (such as special machinery, typing, word processing, language skills, etc.), or experiences related to the position applied for which you feel may especially qualify you for this position:

**APPLICANT EDUCATION AND HISTORY**

Name	Address and Telephone	Course of Study	Graduate	Degree
Elementary			Yes or No	
High School/GED				
College				
Post Graduate				

**APPLICANT WORK EXPERIENCE (MOST RECENT)**

Name of Employer	Address of Employer	Date Employed From:                      To:
Telephone of Employer	Supervisor's Name and Title	Rate of Pay Start:                      Finish:
Position or Title	Reason for Leaving	
Description of Duties		

**NEXT PREVIOUS EMPLOYER**

Name of Employer	Address of Employer	Date Employed From:                      To:
Telephone of Employer	Supervisor's Name and Title	Rate of Pay Start:                      Finish:
Position or Title	Reason for Leaving	
Description of Duties		

**NEXT PREVIOUS EMPLOYER**

Name of Employer	Address of Employer	Date Employed From:                      To:
Telephone of Employer	Supervisor's Name and Title	Rate of Pay Start:                      Finish:
Position or Title	Reason for Leaving	
Description of Duties		

APPLICANT PROFESSIONAL REFERENCES			
Name	Company	Address	Telephone Number
Name	Company	Address	Telephone Number
Name	Company	Address	Telephone Number
Name	Company	Address	Telephone Number

**READ CAREFULLY BEFORE SIGNING BELOW**

1. I understand that Benedictine College considers any requests for accommodations of physical and/or mental disabilities by an otherwise qualified person at any time before or after employment begins. I understand that for any reasonable accommodation to be most effective the College would appreciate as much advanced notice as possible regarding a request for accommodation, and that documentation of the need for an accommodation may be required. Requests of this nature should be made to the Office of Human Resources.
2. If I am offered employment, I agree to submit to a drug test if requested before starting work. If employed, I also agree to submit to a drug and alcohol tests at any time deemed appropriate by the College and as permitted by applicable law. I consent to such tests, and I consent to the results of such tests be disclosed to the College, which the College shall keep confidential. I understand that my employment and/or continued employment, to the extent permitted by applicable law, is contingent upon a negative drug and/or alcohol tests.
3. I understand that a background check may be performed as a condition of employment the results of which shall be disclosed to the College. I authorize the College and/or its agents to request, receive, and verify all statements and information contained in my application and resume. I release the College from all liability for any damages that may result from doing so. I authorize any persons or organizations referenced in this application to give to the College any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application. I release all such parties from all liability for any damages that may result from furnishing such information to the College. I understand that employment is also contingent upon my complying with the employment verification requirements of the Immigration Reform and Control Act.
4. I certify that the information provided in this application (and resume, if any) is true, accurate, and complete. I understand that any misstatement, falsification, omission, or misrepresentation on this application, resume, or in any interview is grounds for refusal to hire, or if I am hired and the same is discovered thereafter, my employment may be terminated. I understand that all information provided on this application and in any interview is subject to independent verification by the College and agree to same.
5. I acknowledge that if I am employed by the College in a non-faculty role, my employment will be at-will and that my employment may be terminated with or without cause, with or without notice, at the option of the College or myself. Only the College President and Dean have the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, either before commencement of employment or after I have become employed. I also acknowledge that, regardless of my position, I will be required to follow all applicable College policies.
6. I certify that I have read or have had read to me, paragraphs 1, 2, 3, 4, 5, and 6, and that by signing below I represent that I understand the contents, agree to the terms, and hereby acknowledge receipt of this information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date