



Application for Staff Employment

Personal Information

Last Name	First Name	Middle Initial	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address	City	State	Zip Code
Social Security Number - -	Driver's License Number and State		
Home Phone Number () -	Cellular Phone Number () -		
Email Address:			

Educational Information

High School Attended	City and State of High School	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	
College or University Attended	Dates Attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree and Major
College or University Attended	Dates Attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree and Major
Licenses or Certifications Held (include agency and/or state of issues if applicable):			

Position Desired at Rochester College

Type of Work or Position Preferred:			
Do you prefer full-time employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept part-time employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of hours desired per week:	Rate of pay desired: \$ Per: <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
When are you available for work?	Have you ever applied for employment with Rochester College? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been employed by Rochester College? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment History and Skills

Current Employer	Employment Dates	Current Position
Immediate Supervisor	May we contact him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Phone Number () -
Previous Employer	Employment Dates	Position Held
Immediate Supervisor	May we contact him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Phone Number () -
Typing Skills: words per minute	Computer Skills (list software packages with which you have experience):	

Personal/Business References

Name of Personal Reference	Occupation	Phone Number () -	Relationship
Name of Personal Reference	Occupation	Phone Number () -	Relationship
Name of Personal Reference	Occupation	Phone Number () -	Relationship

Agreement

<p>General Information: The facts set forth in my application are true and complete. I understand making false statements or omitting pertinent facts on this application will be considered sufficient cause for rejection of this application or dismissal from employment. I understand the issuance of this application does not indicate there are any positions available and does not in any way obligate Rochester College to hire me. If hired, I am willing to abide by all present and future rules and regulations of Rochester College. I am also aware and understand the mission of Rochester College and am willing and able to uphold the ideals of the college in my daily living. I understand this application will remain active for twelve months unless I notify Rochester College otherwise.</p> <p>Release of Personal Information: I hereby authorize Rochester College to collect, use, store, transfer and purge my personal information. I understand I can request additional information to the purpose, use and choices related to the personal information I provide.</p>	<p>Release for Reference Checks: I authorize Rochester College to contact my previous employers for work related references.</p> <p>Release for Background Screening: I authorize Rochester College or its agents to verify any information I provide in connection with my employment. I release Rochester College, its agents and the consumer-reporting agency from all liability resulting from the use of background information about me for employment purposes.</p> <p>Rochester College does not discriminate on the basis of race, color, gender, age, disability or national origin in the execution of its educational program, activities, employment or admissions policies except where necessitated by specific religious tenets held by the institution and its controlling body.</p>
Applicant Signature:	Date:



Application for Staff Employment

Voluntary Applicant Self Identification Survey

Rochester College keeps records and performs analyses of our applicant pool by race, ethnicity and gender. You must complete Section I.

Section I

Name (Please Print First, M.I., Last)

Position Applying For

We appreciate that some applicants will find this request intrusive. However, in order to perform analyses your cooperation is appreciated and allows us to be accurate. The information you provide **does not affect your prospects for employment** and is treated confidentially.

Section II

Check One: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Decline to disclose	Check One: <input type="checkbox"/> White, not of Hispanic Origin (includes persons of Middle East ancestry) <input type="checkbox"/> African American/Black <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/other Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Two or More Races <input type="checkbox"/> Decline to disclose
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Although some agencies have expanded race/ethnic categories to permit multi-racial reporting, the U.S. Department of Labor has not yet done so and we regret the categories above are the only ones we can offer at this time.