

# Goddard College

## Employment Application

### General Information

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

How did you first learn of the position for which you are applying? Please check one:

- Newspaper Ad – please specify newspaper: \_\_\_\_\_
- The Chronicle of Higher Education
- Goddard website
- jobsinv.com
- Other on-line listing – please specify: \_\_\_\_\_
- Past/present employee
- Friend/relative
- Other \_\_\_\_\_

### Personal Information

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Home Telephone Cell Phone Business/Other Telephone Social Security Number

Date available for work: \_\_\_\_\_  Full-time  Part-time  Temporary  Flexible

Are you at least 18 years of age? .....  Yes  No

Are you currently a Goddard College student? .....  Yes  No

Have you ever been employed by Goddard College? .....  Yes  No  
 Staff  Faculty

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Do you have the legal right to work in this country?.....  Yes  No  
(Proof of citizenship or immigration status will be required upon employment: Form I-9.)

Have you ever been convicted of a felony?.....  Yes  No  
(Conviction will not necessarily disqualify you from employment)

If yes, please explain, including dates: \_\_\_\_\_

Education and Training				
	Name & Location	Years or Credit Hours Completed	Diploma or Degree Received	Describe Course of Study
High School				
College				
Trade/Other				
Graduate				

List any additional training or experience which you believe may have bearing on your qualifications for employment:

---



---



---

List any license or certificate currently valid such as Certified Public Accountant, CPR/First Aid, etc:

---



---



---

List any language, other than English, you can speak, read and/or write:

---



---

List any work related professional, trade, business, or civic activities in which you are an active member. Indicate offices held. You may exclude any membership that would reveal sex, sexual orientation, race, color, religion, ancestry, national origin, citizenship, age, veteran's status, disability or other protected status:

---



---



---

List the type of machines that you can operate, years of experience you have had using them, and the level of your skill

---



---



---

**Employment Experience**

Starting with your present job, list al previous positions held. *(If additional space is needed, supplemental pages may be attached.)*

Employer Name: _____	Phone: (____) _____
Address: _____	
Position Title: _____	Supervisor's Name: _____
Dates of Employment: _____ to _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Leaving: _____	
Detailed description of duties: _____	
_____	
_____	
_____	

Employer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  Full Time  Part Time  Temporary  
 May we contact this employer?  Yes  No  
 Reason for Leaving: \_\_\_\_\_  
 Detailed description of duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  Full Time  Part Time  Temporary  
 May we contact this employer?  Yes  No  
 Reason for Leaving: \_\_\_\_\_  
 Detailed description of duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  Full Time  Part Time  Temporary  
 May we contact this employer?  Yes  No  
 Reason for Leaving: \_\_\_\_\_  
 Detailed description of duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  Full Time  Part Time  Temporary  
 May we contact this employer?  Yes  No  
 Reason for Leaving: \_\_\_\_\_  
 Detailed description of duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**References**

List name, address, and telephone numbers of three references who are not related to you and are not previous employers

	Name	Address	Telephone
1.			
2.			
3.			

By my signature below, I authorize persons acting on the behalf of Goddard College to contact any of my former employers, educational institutions which I have attended, and/or any other person or organization I have listed which might have information relevant to my application for employment. I further consent to those persons or organizations divulging relevant information to Goddard College, notwithstanding that it might otherwise be confidential. I understand that any information obtained by Goddard College in the course of those contacts will be treated with the strictest confidence, and will be used only for purposes related to determining my suitability for employment.

I certify that all statements made on this form are true and accurate to the best of my knowledge. I understand that consideration of this application and the continuation of any employment depends upon the truth and accuracy of this information.

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

Please keep us advised of any changes in your contact information, interest, or availability. When contacting us, please reference the position(s) that you applied for.

Submit this application to:  
[employment@goddard.edu](mailto:employment@goddard.edu)  
 Human Resources  
 Goddard College  
 123 Pitkin Road  
 Plainfield, VT 05667

***Goddard College does not discriminate on the basis of race, gender, gender preference, creed, color, religion, national origin, disability, age, sexual orientation or veteran status in any of its policies.***