



**OFFICE OF HUMAN RESOURCES  
APPLICATION FOR EMPLOYMENT**

McDANIEL COLLEGE IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, ETHNIC OR NATIONAL ORIGIN, AGE, RELIGION, SEX, SEXUAL ORIENTATION OR DISABILITY.

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Position Interest

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First Name

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Middle Name

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Last Name

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Street Address

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City

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State

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ZIP Code + 4

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Home Phone Number

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Cell Phone

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E-mail Address

Employment at McDaniel College is subject to verification of an applicant's identity and eligibility for employment as required by immigration laws. If hired, will you be able to provide evidence that you are legally permitted to work in the United States for McDaniel College in the position for which you are applying?

Yes \_\_\_\_\_

No \_\_\_\_\_

If hired, you will be required to submit proof of immigration or visa status.

Approximate starting salary expected \_\_\_\_\_

Are you at least 18 years of age?

Yes \_\_\_\_\_

No \_\_\_\_\_

Have you ever been convicted of a crime?

Yes \_\_\_\_\_

No \_\_\_\_\_

If "yes", please explain below giving date, charge, disposition and any other details you feel are appropriate. Please note that a conviction record will not be a bar to employment. All relevant factors such as seriousness/nature of the infraction and rehabilitation will be considered.

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**ADDITIONAL INFORMATION**

Have you ever been employed at McDaniel College?

Yes \_\_\_\_\_

No \_\_\_\_\_

When \_\_\_\_\_

Position \_\_\_\_\_

What hours are you available to work? \_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_

What prompted you to apply to this institution for employment?

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Names of relatives and friends in the employ of this institution

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**SKILLS**

General \_\_\_\_\_

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Equipment \_\_\_\_\_

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**TRAINING**

Courses/Workshops \_\_\_\_\_

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On-the-Job Apprenticeships \_\_\_\_\_

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## EMPLOYMENT RECORD

Please indicate the three most recent or significant positions which you have held.  
Describe the most current position first.

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Name \_\_\_\_\_ Address \_\_\_\_\_

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Dates:                      From                      To                      Title

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Salary:                      Starting                      Ending                      Reason for Leaving

Position Responsibilities \_\_\_\_\_

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(\_\_\_\_\_) \_\_\_\_\_

Telephone Number

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Name \_\_\_\_\_ Address \_\_\_\_\_

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Dates:                      From                      To                      Title

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Salary:                      Starting                      Ending                      Reason for Leaving

Position Responsibilities \_\_\_\_\_

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(\_\_\_\_\_) \_\_\_\_\_

Telephone Number

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Name \_\_\_\_\_ Address \_\_\_\_\_

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Dates:                      From                      To                      Title

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Salary:                      Starting                      Ending                      Reason for Leaving

Position Responsibilities \_\_\_\_\_

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(\_\_\_\_\_) \_\_\_\_\_

Telephone Number

## EDUCATION

School    Name and Location    Course of Study    # of Years    Graduate    Degree

College

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High School

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Elementary

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Other

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Is there any other information/comment you wish to make pertaining to your qualifications for employment?

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I hereby give McDaniel College the right to make a thorough investigation into my background, previous employment, education, and references in order to ascertain my suitability for employment. I release from all liability and claims anyone supplying information to McDaniel College. I also release, indemnify and hold harmless McDaniel College, its officers and employees from any and all liability which might result from conducting such an investigation. The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

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Signature

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Date

**Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.**

**Because the safety of all members of the McDaniel College community is a vital concern, a campus security report is available from the Department of Campus Safety. This report details various security and emergency policies, as well as procedures and statistics regarding campus crime and safety.**

**This Application for Employment does not constitute an expressed or implied contract. The employee may separate from her/his employment at any time; the College reserves the right to do the same.**

**Thank you for your interest in McDaniel College.**

***Return application to:***  
*Office of Human Resources,*  
*McDaniel College*  
*2 College Hill*  
*Westminster, Maryland 21157-4390*