MACALESTER COLLEGE

EMPLOYMENT APPLICATION

(IF YOU HAVE NOT SUBMITTED A RESUME, PLEASE COMPLETE THE EMPLOYMENT DATA AND EDUCATION FORM, HR FORM 2, AS PART OF THIS APPLICATION.)

IN COMPLYING WITH THE LETTER AND SPIRIT OF APPLICABLE LAWS AND IN PURSUING ITS OWN GOALS OF DIVERSITY, MACALESTER COLLEGE SHALL NOT DISCRIMINATE ON THE GROUNDS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN OR CITIZENSHIP STATUS, AGE, DISABILITY OR VETERAN'S STATUS IN EMPLOYMENT POLICIES AND PRACTICES, EDUCATION, AND ALL OTHER AREAS OF THE COLLEGE. THE COLLEGE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES UPON REQUEST.

PLEASE COMPLETE THIS EMPLOYMENT APPLICATION CAREFULLY AND COMPLETELY TO ASSIST US IN GIVING YOU FULL CONSIDERATION FOR EMPLOYMENT AT MACALESTER COLLEGE.

POSITION APPLYING FOR:

PERSONAL

TODAY'S DATE	NAME (LAST) (FIRST) (MIDDLE)	SOCIAL SECURITY #

ADDRESS - STREET & APT #	CITY	STATE	ZIP

HOME PHONE NUMBER (INCLUDING AREA CODE) ( ) E-MAIL ADDRESS	MAY WE CALL YOU AT WORK YES ☐ NO ☐ WORK PHONE NUMBER ( )

HAVE YOU ATTENDED SCHOOL OR BEEN EMPLOYED UNDER A DIFFERENT NAME? IF SO, PLEASE STATE NAME(S) USED:

EMPLOYMENT REFERENCES

PLEASE LIST AT LEAST TWO IMMEDIATE SUPERVISORS

REFERENCE NAME	TITLE	COMPANY AND ADDRESS	PHONE #
			( )
			( )
			( )
			( )

Have you ever been employed at Macalester College YES ☐ NO ☐ If yes, position and department:_____

Have you ever taken classes at Macalester College YES ☐ NO ☐ If yes, when: _____

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? YES ☐ NO ☐
IF YES, PLEASE EXPLAIN:

(Please note: employment is contingent on background check results).

MACALESTER COLLEGE DOES NOT AUTOMATICALLY REJECT APPLICANTS WHO HAVE CONVICTION RECORDS

APPLICANT CERTIFICATION AND AGREEMENT

I AFFIRM that all of the information entered by me on this form and on any other documents submitted at the time of my application for employment is true and correct. I understand that I am required to notify Macalester College of any change in the information I have given on this form and that failure to do so may be considered to be concealment of information. I understand and agree that any misrepresentation or concealment of information, regardless of when it is discovered, will be sufficient grounds for dismissal from or refusal of employment.

I UNDERSTAND THAT any faculty, staff or student user of Macalester's facilities or services is required to comply with the Campus Security Act and Sex Crimes Prevention Act of 2002, including self-registration with appropriate State agencies. Failure to comply with this requirement, if applicable to me, may jeopardize my status as a Macalester employee.

I AUTHORIZE Macalester College to request, and also authorize and request each former/current employer, education institution, and other persons or references listed, to furnish at any time, any information that may be sought concerning me or my work, habits, character, or skill, or any other data required, whether in connection with my application for employment, or for completion of required background investigations.

I UNDERSTAND THAT where required for the position I agree to submit to examination(s) by medical professionals of Macalester College's selection and understand that if I fail to pass such examination(s), I may not be employed in the absence of any reasonable accommodation that will enable me to perform the essential functions of the position for which I have applied. By a separate communication I will advise Macalester College and/or its examiners/physicians of any reasonable accommodations which I will need to take such position. I hereby authorize Macalester College's medical examiners to disclose to Macalester College any and all findings and conclusions arrived at during any such examinations(s).

I UNDERSTAND THAT, employment with Macalester College is purely voluntary, based upon the consent of the College and the employee. Accordingly, either the employee or the College may terminate this "at will" employment relationship at any time and for any reason or for no reason except where prohibited by statute or state law. Therefore, this application does not create a contract of employment.

SIGNATURE	**DATE**

I AGREE, as a condition of hire, to provide document(s) establishing proof of identity and employment eligibility in compliance with the Immigration Reform and Control Act of 1986, as it may be amended from time to time.

SIGNATURE **DATE**

Human Resources Office Use Only

Registered Sex Offender – Check Results Listed ☐ Not Listed ☐
(Web sites checked: http://www.doc.state.mn.us/ and http://www.stpaul.gov/sexoff.html)

Information verified by: _____ Date:_____

Comments:_____

_____

_____

The Annual Safety and Security Information Report required by the Student Right-to-Know and Campus Security Act and its amendments is available upon request from Macalester's Human Resources Department or access the following website: http://www.macalester.edu/security/annual-crime-report-text.html. The report contains crime definitions, certain campus crime statistics, reporting procedures, prevention programs, and drug and alcohol policies.