

**HOCKING COLLEGE**  
AN EQUAL OPPORTUNITY EMPLOYER

**APPLICATION FOR NON-INSTRUCTIONAL EMPLOYMENT**

**TO APPLICANT:** We appreciate your interest in Hocking College and assure you that we are sincerely interested in your qualifications. Please answer every question on this application. It is important to have a clear understanding of your background and work history.

POSITION(S) APPLIED FOR _____
SALARY EXPECTED \$ _____ FULL-TIME _____ PART-TIME _____ DATE AVAILABLE _____

**PERSONAL**

NAME _____
STREET _____ CITY _____ STATE _____ ZIP _____
HOME TELEPHONE NUMBER _____ SOCIAL SECURITY NUMBER _____ / _____ / _____
CELL TELEPHONE NUMBER _____ E-MAIL ADDRESS _____
LEGAL RIGHT TO WORK IN THE U.S.: Yes <input type="checkbox"/> No <input type="checkbox"/>

**EDUCATION**

SCHOOL	NAME AND ADDRESS	COURSE OF STUDY OR MAJOR	LAST YEAR COMPLETED				DIPLOMA, DEGREE OR CERTIFICATE
High	_____ _____ _____		1	2	3	4	
Vocational	_____ _____ _____		1		2		DATE
Technical College	_____ _____ _____		1	2	3		DATE
University	_____ _____ _____		1	2	3	4	DATE
Other	_____ _____ _____		1	2	3	4	DATE

Have you ever been convicted of a misdemeanor or felony, i.e. other than minor traffic violations? Yes  No

If "Yes", explain: (Conviction will not necessarily disqualify applicant from employment.)

\_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE**

DATE EMPLOYED	COMPANY AND COMPLETE ADDRESS	JOB INFORMATION
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # (      )
		REASON FOR LEAVING:
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES:		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # (      )
		REASON FOR LEAVING:
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES:		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # (      )
		REASON FOR LEAVING:
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES:		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # (      )
		REASON FOR LEAVING:

May we contact your past employers? \_\_\_\_\_ If not, indicate ( ✓ ) which one(s) you do not wish us to contact.

**ADDITIONAL EXPERIENCE AND SKILLS**

TYPING SPEED _____ wpm	MACHINES/EQUIPMENT OPERATED _____
_____	
_____	
LIST ANY OTHER EXPERIENCE, SKILLS OR QUALIFICATIONS INCLUDING PROFICIENCY IN COMPUTER/SOFTWARE THAT WOULD BE RELEVANT TO YOUR EMPLOYMENT AT HOCKING COLLEGE.	
_____	
_____	

The facts set forth in my application for employment are true and complete. You are hereby authorized to contact the employers I have indicated regarding my employment record and my character.

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