

WELLESLEY COLLEGE APPLICATION FOR EMPLOYMENT

PERSONAL Date _____

Last Name _____ First _____ Middle _____

Present Address: Street _____ City/Town _____ State ____ Zip ____ Telephone _____

Permanent Address: Street _____ City/Town _____ State ____ Zip ____ Telephone _____

Position desired _____

Are you a citizen of the U.S., or are you otherwise authorized to work in the U.S. in the position for which you have applied?

☐ Yes ☐ No

If yes, your signature on this application constitutes a declaration of eligibility to work under penalties of perjury.

EDUCATION RECORD: *LIST MOST RECENT FIRST*

Name of School	Graduate	Degree/Certification	Major
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Special skills, license, certification:

EMPLOYMENT RECORD: *LIST MOST RECENT FIRST or ATTACH RESUME. YOU MAY INCLUDE ANY VERIFIABLE WORK PERFORMED ON A VOLUNTEER BASIS.*

1. Company name and address	From	To

Position	Duties/Responsibilities	Salary

Supervisor's name _____ Phone number _____

Reason for leaving _____

2. Company name and address	From	To

Position	Duties/Responsibilities	Salary

Supervisor's name _____ Phone number _____

Reason for leaving _____

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this shall be subject to criminal penalties and civil liability."

WELLESLEY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

Name _____

EMPLOYMENT RECORD (Continued)

3. Company name and address	From	To
Position	Duties/Responsibilities	Salary

Supervisor's name _____ Phone number _____
Reason for leaving _____

_____ Are you a Wellesley College Alumna, former /current Wellesley College student, former employee?

Where did you hear about this job opportunity?

___ Newspaper/ Publication _____
___ Other website(s) _____
___ Other _____
___ Wellesley College Website _____
___ Professional Networking _____

I give Wellesley College permission, in considering my application, to verify all pertinent information set forth in this application and to obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any information concerning my background to the College. I agree to hold harmless both the College and all such other persons and entities from and against any claims arising out of the request for, supply of, or use of such information for purpose of this application.

I certify that all information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts called for in this application may result in denial of employment or immediate dismissal.

Other than for positions covered by a collective bargaining agreement, I understand that, if hired, my employment with the College will be at will and may be terminated by either the College or myself at any time, with or without notice or cause.

Signature _____ Date _____

Wellesley College's annual Campus Security and Fire Safety Report is available for review on the web at www.wellesley.edu/Police/csfsr.pdf or you may obtain a copy of this report by contacting the Wellesley College Police Department at 781.283.2121.

Position Applied for: _____

WELLESLEY COLLEGE

OPTIONAL INFORMATION

SUPPLEMENT TO APPLICATION FOR EMPLOYMENT

Name: _____

Wellesley College, as part of its commitment to equal employment opportunity and its affirmative action program, asks that all employees voluntarily provide the following information. The information is needed to document the hiring practices of Wellesley College and to assess the effectiveness of its affirmative action program. The information will be available only to authorized personnel and will be kept separate from the remainder of the application.

Affirmative Action Survey: Government agencies require periodic reports on gender, ethnicity, disabled, and veteran status. This data is for analysis and affirmative action only. Submission of information is voluntary.

Check any of the following which are applicable:

Gender: ☐ Male ☐ Female

Race: ☐ White ☐ Black/African American ☐ Asian

Ethnicity: ☐ Hispanic/Latino

☐ Native Hawaiian/Other Pacific Islander

☐ American Indian/Alaskan Native ☐ Two or more races

☐ Veteran (Other) ☐ Vietnam Era Veteran ☐ Special Disabled Veteran ☐ Newly Separated Veteran ☐ Active Duty Separation Date _____

Wellesley College does not discriminate in employment on the basis of race, color, national origin, gender, sexual orientation, disability, veteran or marital status or other protected status covered by federal, state or local law.

VETERAN STATUS & RACE OR ETHNIC BACKGROUND

Non-Veteran	No previous military status.
Active Reserve	A current active member of the military reserves.
Inactive Reserve	A member of the military reserves not currently performing reserve duties.
Special Disabled Veteran	A veteran of the US military, ground, naval, or air service entitled to disability compensation under laws administered by the Department of Veterans' Affairs or a person who was discharged from active duty because of a service-related disability.
Vietnam-Era Veteran	A person who served on active duty in the US military, ground, naval, or air service for more than 180 days and was honorably discharged or discharged due to a service-related disability if any part of this active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or outside of the Republic of Vietnam between August 5, 1964 and May 7, 1975.
Newly Separated Veteran	A veteran who served on active duty in the US military, ground, naval, or air service and was honorably discharged or released during the one year period immediately preceding their date of employment with Wellesley College.
Other Protected Veteran	A veteran who previously served on active duty in the US military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

HISPANIC or LATINO	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
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WHITE (Not Hispanic or Latino)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
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BLACK or AFRICAN AMERICAN (Not Hispanic or Latino)	A person having origins in any of the black racial groups of Africa
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NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (Not Hispanic or Latino)	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
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ASIAN (Not Hispanic or Latino)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
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AMERICAN INDIAN or ALASKAN NATIVE (Not Hispanic or Latino)	A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment
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TWO OR MORE RACES (Not Hispanic or Latino)	All persons who identify with more than one of the above races
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