

Employment Application – Campbell Hall

An Equal Opportunity Employer

Please Print

_____ Date _____ Last Name _____ First Name _____ Middle _____

Present Address

_____ No. & Street _____ City _____ State _____ Zip _____

Permanent Address (if different from present address)

_____ No. & Street _____ City _____ State _____ Zip _____

(____) ____ - ____ Business Phone (____) ____ - ____ Home Phone

Employment Desired

Position applying for: _____

Personal Information

Have you ever applied to or worked for Campbell Hall before? Yes No

If yes, when? _____

Do you have any friends or relatives working for Campbell Hall? Yes No

If yes, state name(s) and relationship:

_____ Name _____ Relationship _____

_____ Name _____ Relationship _____

Why are you applying for work at Campbell Hall?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

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Name of Employer

(____) ____ - ____
Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment: _____
From To

Weekly Pay: _____
Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Note: Attach additional page(s) if necessary.

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

First Name

Last Name

(____) ____ - ____
Telephone No.

Address & Street

City

State

Zip

Occupation

No. of Years
Acquainted

First Name

Last Name

(____) ____ - ____
Telephone No.

Address & Street

City

State

Zip

Occupation

No. of Years
Acquainted

First Name

Last Name

(____) ____ - ____
Telephone No.

Address & Street

City

State

Zip

Occupation

No. of Years
Acquainted

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Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Campbell Hall? Yes No

If so, please explain:

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my
Initials chances for employment and that the answers given by me are true and correct to the best of my knowledge. I
further certify that I, the undersigned applicant, have personally completed this application. I understand that any
omission or misstatement of material fact on this application or on any document used to secure employment
shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the
time elapsed before discovery.

_____ I hereby authorize Campbell Hall to thoroughly investigate my references, work record, education
Initials and other matters related to my suitability for employment and, further, authorize the references I have listed to
disclose to the company any and all letters, reports and other information related to my work records, without
giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and
all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities
arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may
Initials be granted or during my employment, if hired, is intended to create an employment contract between me and the
company. In addition, I understand and agree that if I am employed, my employment is for no definite or
determinable period and may be terminated at any time, with or without prior notice, at the option of either
myself or the company, and that no promises or representations contrary to the foregoing are binding on the
company unless made in writing and signed by me and the Company's designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction,
Initials civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the
Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check
box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even
though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Date

Applicant's Signature