

WILLIAMS COLLEGE

Office of Human Resources, B&L Building, 100 Spring Street Suite 201, Williamstown, MA 01267

Application for Employment

Williams College considers applicants for all positions without regard to race, age, color, religion, gender, national origin, disability, marital status or sexual orientation. Persons with disabilities who need assistance during the application process should contact the Office of Human Resources at (413)597-3129.

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle Initial

Address _____
Street

_____ City State Zip

Email _____

Phone Number: (h) _____ (w) _____ (c) _____

EMPLOYMENT DESIRED

Position: _____ Minimum acceptable salary: _____

Have you ever been employed by Williams? ____ Yes ____ No If yes, give dates, position and department: _____

EDUCATION (give name and address of schools attended).

	Degree, License or Certification Received	Major or Specialization
High School		
College/University		
Graduate School		
Trade, Business or Correspondence School		

Specialized Skills (as appropriate) _____

EMPLOYMENT and/or VOLUNTEER HISTORY (List your present or most recent employment first.)

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary
Employer's Name and Address		Phone Number	
Description of Duties			
Supervisor's Name		Reason for Leaving	
From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary
Employer's Name and Address		Phone Number	
Description of Duties			
Supervisor's Name		Reason for Leaving	
From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary
Employer's Name and Address		Phone Number	
Description of Duties			
Supervisor's Name		Reason for Leaving	

Are you legally authorized to work in the United States? _____ Yes _____ No

Please note additional information you feel is appropriate. _____

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 law shall be subject to criminal penalties and civil liability.

By signing or submitting electronically, I certify that all information provided to Williams College concerning my application for employment is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize Williams College to investigate any or all of the information contained in my application prior to extending an offer of employment and fully release Williams College from any liability or claims resulting from the verification process and related reference checks. I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time and that, if employed, I am free to resign at any time and that Williams College reserves its right to terminate my employment at any time with or without cause. I have read, understand and by my signature consent to these statements.

Signature of Applicant _____ Date _____