

**CENTRE COLLEGE**  
**Application for Summer Employment**

**Personal Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Summer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Business/Other Telephone (\_\_\_\_) \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**IN CASE OF ACCIDENT OR EMERGENCY, CONTACT:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone (\_\_\_\_) \_\_\_\_\_ Work Telephone (\_\_\_\_) \_\_\_\_\_

Are you a high school graduate? \_\_\_\_\_  
Yes No School \_\_\_\_\_ Year Graduated \_\_\_\_\_

Are you 18 years old or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently a student at Centre College? \_\_\_\_\_ Yes \_\_\_\_\_ No Other College? \_\_\_\_\_

In the fall of 2012-2013 I am considered:  
a (an): \_\_\_\_\_ Entering First Year \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduation Yr. \_\_\_\_\_

Do you have relatives that work for Centre?

_____	_____	_____	_____
Name	Relation	Name	Relation

Have you previously worked for Centre College? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, date: \_\_\_\_\_

Do you have the legal right to work in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Proof of citizenship or immigration status will be required upon employment.)

The majority of offices need assigned students to work from June through August. **You will be allowed to take 1 week vacation without pay**. Are you available for this 10-12 week time period? \_\_\_\_\_ Yes \_\_\_\_\_ No

I would not be able to work the week of: \_\_\_\_\_

I prefer: \_\_\_\_\_ (35 hrs per week/full time) \_\_\_\_\_ (17.5 hrs per week/Part-time)

Have you ever been convicted of a crime (other than traffic tickets)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Conviction will not necessarily disqualify you from employment.)  
If yes, please explain, including dates: \_\_\_\_\_  
\_\_\_\_\_

**Special Skills**

List the types of machines you can operate, experience you have had using them, and the level of your skill.

Example: Typewriter – 1 yr. experience – 70 words per minute

Microcomputer – 2 yrs. experience – Proficient in Excel and Microsoft Word

Audio Visual – 3 months experience

Type of Machine

Years of Experience

Skill Level

\_\_\_\_\_  
\_\_\_\_\_  
List any license or certifications currently valid such as auto driver's license, lifeguard, CPR.  
\_\_\_\_\_

**Employment Experience**

Starting with your present job, list all positions held.

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  Full-time  Part-time  Temporary

Job Title \_\_\_\_\_

Name and title of immediate supervisor \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  Full-time  Part-time  Temporary

Job Title \_\_\_\_\_

Name and title of immediate supervisor \_\_\_\_\_

**References**

List name, address and telephone numbers of three references who are not related to you and are not previous employers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Information Verification & Reference Checks**

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. The College may check any and all references and/or information relating to my application for work and I understand that should an investigation disclose a questionable work history and/or untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment terminated.

Driver's License Number: \_\_\_\_\_ State Where Issued: \_\_\_\_\_

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

Centre College seeks to employ qualified individuals regardless of race, color, religion, sex, national origin, age, sexual orientation, marital or parental status, veteran status, any handicap recognized by the Americans With Disabilities Act, and is committed to hire only U.S. citizens or aliens lawfully authorized to work in the United States.