



EMPLOYMENT APPLICATION

Canisius College
2001 Main Street
Buffalo, New York 14208
(716)888-2240

PERSONAL INFORMATION

Name _____
First Middle Last

Have you used any other name that Canisius College should be aware of in order to check your employment or educational history? _____

Present Address _____
Street City State Zip

Permanent Address (If different from above) _____
Street City State Zip

Phone: Home (____) _____ - _____ Business or Cell (____) _____ - _____

Social Security Number _____ - _____ - _____ Are you 18 or older? YES NO

Are you legally authorized to work in the U.S. in the position you are applying for? YES NO

If NO, indicate immigration status: _____

OBJECTIVE

State specific position you are applying for: _____

Are you interested in: Full Time Part Time Temporary Date available: _____

Shift availability: _____ Salary requirement: _____

EMPLOYMENT HISTORY

Please List Current or Last Employer First

1. _____

Employer Street Address City State Zip

Dates of employment: _____ to _____ Salary _____

Position Title and Description of Duties: _____

Supervisor Name & Title: _____

Phone Number: (____) _____ May we contact? YES NO

Reason for Leaving: _____

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APPLICANTS MAY REQUEST ANY REASONABLE ACCOMODATION TO ENABLE THEM TO PARTICIPATE IN THE APPLICATION PROCESS.

EMPLOYMENT HISTORY (CONTINUED)

2.

Employer _____ Street Address _____ City _____ State _____ Zip _____

Dates of employment: _____ to _____ Salary _____

Position Title and Description of Duties: _____

Supervisor Name & Title: _____

Phone Number: (____) _____ May we contact? YES NO

Reason for Leaving: _____

3.

Employer _____ Street Address _____ City _____ State _____ Zip _____

Dates of employment: _____ to _____ Salary _____

Position Title and Description of Duties: _____

Supervisor Name & Title: _____

Phone Number: (____) _____ May we contact? YES NO

Reason for Leaving: _____

4.

Employer _____ Street Address _____ City _____ State _____ Zip _____

Dates of employment: _____ to _____ Salary _____

Position Title and Description of Duties: _____

Supervisor Name & Title: _____

Phone Number: (____) _____ May we contact? YES NO

Reason for Leaving: _____

EDUCATION

	Name of School	Location (City & State)	Highest Level Attained or Degree	Major Subjects
High School				
College				
Graduate School				
Professional or Technical School				

MILITARY SERVICE

Have you served in the United States Armed Forces? YES NO

If YES, dates of active service: _____ Rank at discharge: _____

Describe duties including special training and schools: _____

REFERENCES

Please list 3 references not related to you:

- 1. _____
Name Address Phone
- 2. _____
Name Address Phone
- 3. _____
Name Address Phone

SPECIALIZED SKILLS/LICENSES

Summarize special job related skills and qualifications acquired from employment or experience which you feel distinguish you from other candidates for this position. _____

List professional licenses, certifications, permits or training (i.e. Notary Public, Peace Officer, Commercial Drivers License, Pesticide). _____

OTHER INFORMATION

Have you ever been employed by Canisius College? YES NO

If YES, indicate dates of employment: _____ to _____

List any relatives employed by Canisius College: _____

How were you referred to Canisius College? _____

Have you been convicted of or pled guilty to a felony or a misdemeanor other than a minor traffic-related infraction? YES NO

(Information supplied relevant to conviction record will not necessarily bar an applicant from consideration for employment. Nature of, reason for, and time elapsed since offense will be reviewed in light of the duties of the job being sought.)

If yes, state the nature of the conviction or plea, the date, and explain _____

DISCLOSURE OF CAMPUS CRIME STATISTICS

Canisius College complies with the "Jeanne Cleary Disclosure of Campus Security Police and Campus Crime Statistics Act." This annual report contains a summary of the Canisius College Public Safety Department's policies and procedures along with crime statistics as required. Upon request, this report is available to any prospective student or employee by contacting the Office of the Vice President for College Relations and General Counsel, Canisius College, 2001 Main Street, Buffalo, New York 14208.

NONDISCRIMINATION POLICY

Canisius College does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, sexual orientation, marital status, veteran's status, genetic predisposition or carrier status, or disability in administration of its educational policies, employment practices, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Canisius admits students of any age, race, religion or creed, color, sex, national or ethnic origin, sexual orientation, marital status, or veteran's status to all rights, privileges, programs, and activities generally accorded or made available to students at the College.

It continues to be the policy of Canisius College not to discriminate on the basis of handicap. No person is denied employment, admission, or access solely because of any physical, mental, or medical impairment which is unrelated to the ability to engage in the activities involved in the education requirements or occupation for which application has been made.

2/2003

APPLICANT STATEMENT

I certify that all answers given are true and complete to the best of my knowledge. I understand that any information contained in this application or given by me during the screening process are subject to verification and that incorrect, incomplete or false statements or information furnished by me may subject me to immediate termination regardless of when such incorrect, incomplete or false information is discovered.

I hereby authorize former and present employees and educational institutions to release or verify any information they have regarding me or my employment with them to Canisius College or any independent agency acting on behalf of the College. I release my former and present employers and educational institution and their employees from any liability for damages resulting there from. If a conditional offer of employment is made, I understand that the College requires receipt of satisfactory reference checks.

I will be able, if hired, to certify that I am authorized to work in the United States and understand that in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identification and employment eligibility. In the event that I am employed, I agree to conform to the College's rules and regulations.

I understand and agree that, if hired, my employment with the College will be terminable "at will"; that is either I or the College may terminate the employment relationship at any time for any reason either with or without notice. It is further understood that this "at will" employment relationship may not be changed by any written documentation or oral representation or by conduct unless such change is specifically acknowledged in writing by the president of the College.

Your signature below indicates full understanding and agreement with the statements above.

Signature of Applicant

Date



SELF IDENTIFICATION RECORD

As an employer with federal contracts, we are subject to government regulations, including certain Affirmative Action responsibilities.

The purpose for this Self Identification Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completing of this form is optional. These records are kept in a Confidential File and ARE NOT a part of your Employment Application.

Thank you.

 Date

 Last Name

 Middle Initial

 First Name

 Social Security Number

 Position Applied For

PLEASE CHECK APPROPRIATE BOX

RACE

White-Non Hispanic

Black-Non Hispanic

Hispanic

Asian/Mid Eastern

American Indian or Alaskan Native

Native Hawaiian or Other Pacific Islander

Non-Resident Alien

SEX

Male

Female

VETERAN

Yes

No

VIETNAM ERA VETERAN

Yes

No

*A Vietnam Era Veteran is an individual who served more than 180 days in the armed forces of the United States between August 5, 1964 and May 7, 1975.

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HUMAN RESOURCES USE ONLY

JOB CODE _____ ACTION _____