

# LAFAYETTE

Office of Human Resources 12 Markle Hall, Lafayette College, Easton PA 18042  
 (610) 330-5060 Job Hot Line (610) 330-5600 Fax (610) 330-5720 www.lafayette.edu [hr@lafayette.edu](mailto:hr@lafayette.edu)

## EMPLOYMENT APPLICATION

Lafayette College does not discriminate on the basis of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law in its educational programs and activities, admissions, or employment as required by Title IX of the Educational Amendments of 1972 (which requires that the College not discriminate on the basis of sex); the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (which requires that the College not discriminate on the basis of disability); Title VI of the Civil Rights Act of 1964 (which requires that the College not discriminate on the basis of race, color, or national origin); and Title VII of the Civil Rights Act of 1964 (which requires that the College not discriminate in employment on the basis of race, color, religion, sex, or national origin); and other applicable laws and College policies.

Lafayette College provides reasonable accommodations for applicants with disabilities. Applicants who require reasonable accommodations to participate in the application and interview process should notify Lafayette College's Office of Human Resources to arrange for such accommodation.

Date \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_  
last first middle

Address \_\_\_\_\_  
street city state zip

Phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

Are you legally authorized to work in the U.S.?  Yes  No Email Address \_\_\_\_\_

**EMPLOYMENT DESIRED**  Full Time  Part Time *Applications are only accepted for current openings*

Position \_\_\_\_\_ Date you can start \_\_\_\_\_

Are you currently employed?  Yes  No If so, may we inquire of your present employer?  Yes  No

Have you ever applied for employment at Lafayette College before?  Yes  No When? \_\_\_\_\_

### EMPLOYMENT HISTORY *Start with present or most recent employer and work backward*

*Employment history submitted with application materials*

Dates Month and Year	Name and Address of Employer and Your Supervisor	Job Title and Duties	Reason for Leaving
From			
To			
From			
To			
From			
To			

EDUCATION	School Name and Location	Number of Years Completed	Did You Graduate?	Diplomas, Certificates, Degrees, Major Subject
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List experiences, training, skills, licenses, or certificates that you have that will be helpful in the job for which you are applying.

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**REFERENCES** Give three references other than relatives who you authorize us to contact who can tell us about your background.

References submitted with application materials

Name	Address and Phone Number	Position/Business	Years Known

Lafayette College publishes an Annual Security and Fire Safety Report pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. The report also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Pomona; and on public property within, or immediately adjacent to and accessible from the campus. The College will provide a paper copy of the report upon request.

I certify that the information provided in this application is true, accurate and complete. I give my permission to Lafayette College to verify and investigate any and all information provided in this application. I also authorize my current and former employers, educational institutions, references and any other persons or entities referred to in this application, to provide information to Lafayette College for employment-related purposes. I also give my consent to educational institutions that I have attended to disclose and provide to Lafayette College for employment-related purposes, transcripts containing information about me such as my course of study, grades, credits, rank, and degrees conferred. I understand and agree that if I have provided any inaccurate, misleading, or incomplete information in this application or during the application process, such as during interviews, my application for employment will be rejected, and, if I am hired, my employment may be terminated regardless of when or how discovered.

I understand and agree that this application does not contain or imply any promise that I will be hired by Lafayette College and that if I am hired, it does not contain or imply any promise that I will be employed by Lafayette College for any period of time or duration and that my employment will be "at will." This application will be considered only in connection with the open position for which I have applied. In no event will this application be considered after the expiration of three months from the date next to my signature.

I understand that if I am offered a position with Lafayette College, I will be required to undergo a criminal background check and complete a Form I-9. I understand that any offer of employment is contingent upon my ability to provide, within three business days from my first day of employment, documentation that verifies my identification and eligibility to work in the United States, as outlined by the Immigration Reform and Control Act.

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Signature

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Date