

LAFAYETTE

Office of Human Resources

Easton, Pennsylvania 18042 • TEL 610-330-5060 • FAX 610-330-5720 • www.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 will provide reasonable accommodations to applicants with disabilities. Please request assistance in advance by contacting the Office of Human Resources at (610) 330-5060.

Applicants extended a conditional offer of employment will be subject to a background check by an independent investigation firm in accordance with the Fair Credit Reporting Act.

PERSONAL INFORMATION

Name _____
last first middle

Address _____
street city state zip

Cell Phone # _____ Email Address _____

Are you legally authorized to work in the U.S.? Yes No

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

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.

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

Name	Address and Phone Number	Position/Business	Years Known

Annual Security and Fire Safety Report Lafayette College publishes an Annual Security and Fire Safety Report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report includes information about campus security and personal safety, including crime prevention, fire safety, reporting policies, disciplinary procedures, and related safety matters. It also contains crime statistics for the three most recent calendar years for reported crimes occurring on campus; in certain off-campus buildings or property owned or controlled by Lafayette; and on public property within or immediately adjacent to and accessible from campus. The current report is available at: <https://publicsafety.lafayette.edu/annual-safety-report/>

Applicant Certification and Authorization I certify that the information provided in this application is true, accurate, and complete. I authorize Lafayette College to verify and investigate all information provided and to obtain information from my current and former employers, educational institutions, references, and other persons or entities listed in this application for employment-related purposes. I understand that providing inaccurate, misleading, or incomplete information during the application process, including during interviews, may result in rejection of my application or termination of employment, regardless of when discovered.

I understand that this application does not constitute a promise of employment. If hired, my employment will be at will and may be terminated at any time, with or without cause or notice, subject to applicable law. This application will be considered only for the position for which I have applied and will remain active for three months from the date of my signature.

I understand that any offer of employment is contingent upon successful completion of a criminal background check and my ability to provide, within three business days of my start date, documentation verifying my identity and authorization to work in the United States, as required by the Immigration Reform and Control Act.

Signature

Date