

DOANE COLLEGE



An Equal Opportunity Employer

Doane College searches for the most qualified candidate for every open position. Employment, training, advancement and pay will be administered without regard to race, color, religion, sex, national origin, disability, age, marital status, sexual orientation or any other protected class.

Please complete this form carefully (please print), and sign where indicated.

Name	Phone	Alternate Number
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Present Address	City	State	Zip
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Former Doane Employee	Dates of Employment	Department	Supervisor	Reason for Leaving
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No Yes

Relatives working at Doane	Name	Relationship
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No Yes

Position(s) applying for:	FT _____	Date Available	Salary Requirement
	PT _____		
	Temp _____		

SKILLS

Describe any specialized training, apprenticeship and skills you possess:

EDUCATION

High School: _____ Graduated: No Yes GED: No Yes

College: _____ Year Completed: 1 2 3 4 Degree Received: _____ Major: _____

Graduate School: _____ Degree Received: _____ Major: _____

Other Education (Vocational, Military, etc.): _____

EMPLOYMENT HISTORY

May we contact your current employer? No Yes

Company Name _____ Telephone Number _____

Address _____ Employed From: _____ To: _____

Name of Supervisor: _____ Pay Rate: _____

Job Title & Nature of Work: _____

Reason for Leaving _____

Company Name _____ Telephone Number _____
Address _____ Employed From: _____ To: _____
Name of Supervisor: _____ Pay Rate: _____
Job Title & Nature of Work: _____

Reason for Leaving _____

Company Name _____ Telephone Number _____
Address _____ Employed From: _____ To: _____
Name of Supervisor: _____ Pay Rate: _____
Job Title & Nature of Work: _____

Reason for Leaving _____

Company Name _____ Telephone Number _____
Address _____ Employed From: _____ To: _____
Name of Supervisor: _____ Pay Rate: _____
Job Title & Nature of Work: _____

Reason for Leaving _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of citizenship or immigration status will be required upon employment.) No Yes

Have you ever been convicted of a felony or have you been imprisoned for the conviction of a crime within the last seven years? No Yes If yes, date of conviction: _____
Describe circumstances: _____

_____.

The existence of a record of conviction for criminal offenses is not considered an automatic bar to employment.

I certify that all information given in this application is complete and is correct to the best of my knowledge. I authorize investigation, by employees or agents of Doane College, of all statements contained in my application for employment. I understand that any misrepresentation or omission of facts may result in rescinding of an offer of employment or result in termination of my continued employment. This application for employment shall be considered active for the duration of the job opening in which the applicant applied. Any applicant wishing to be considered beyond this time period should inquire as to whether or not applications are being accepted at that time.

Signature: _____ Date: _____