



General Instructions

Please complete all sections of this application. If you need assistance with this form, or with any phase of the employment process, every reasonable effort will be made to accommodate your needs upon request.

Non-Discrimination and Harassment

Hartwick College holds high expectations of each member of the Hartwick community. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 as amended and Sections 504 of the Rehabilitation Act of 1973, Hartwick College does not discriminate on the basis of race, sex, color, national or ethnic origin, religion, age, marital status, disability, military service, or sexual orientation in its administration of education policies, programs or activities; it's admissions policies; or employment.

Personal Information				
Last Name:	First Name:	Middle Name:	Social Security No. (optional)	Home Phone
Current Street Address:		City/Town	State	Zip
Is there any information we would need to know about your name (such as if you have used another name) for us to be able to check your work record? Yes _____ No _____ Explain: _____				
Are you 18 years of age or older? ____ Yes ____ No	If hired, can you prove that you are authorized to work in the United States? ____ Yes ____ No		Email address:	

Position Information
Have you ever applied for employment with Hartwick College? ____ No ____ Yes If yes, what position and when? _____
Position Desired: _____ Are you available for (check all that apply): __ Full-time __ Part-time __ Temporary __ Evenings __ Weekends When are you available to start work? (Please give date, if possible) _____ Are you able to travel if necessary? ____ Yes ____ No
If driving is a requirement of the job for which you are applying, do you have a current, valid driver's license? ____ Yes ____ No Please indicate type of license: _____
Referred by: ____ Employment Advertisement in _____ ____ Current Employee/Name: _____ ____ Former Employee/Name: _____ ____ Other person/Name: _____ ____ Employment Agency ____ Hartwick College website ____ Other: _____

Educational Background			
Type of School	School Name and Location	Degree Earned	Course of Study
High School			
College			
College			
Graduate School			

Employment History		
Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. Include any previous employment at Hartwick College.		
Name of Current/Most Recent Employer	Location (Address, City, State, Zip)	Phone
Date Started:	Supervisor Name and Title:	
Date Left:	Reason for Leaving:	
Position Title:	Describe duties:	
Is this your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:	

Name of Employer	Location (Address, City, State, Zip)	Phone
Date Started:	Supervisor Name and Title:	
Date Left:	Reason for Leaving:	
Position Title:	Describe duties:	
Is this your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:	

Name of Employer	Location (Address, City, State, Zip)	Phone
Date Started:	Supervisor Name and Title:	
Date Left:	Reason for Leaving:	
Position Title:	Describe duties:	
Is this your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:	

References		
Please provide the following information for three professional references		
Name	Address	Telephone
1.		
2.		
3.		

Other qualifications

Please summarize special job-related skills acquired from employment or other experience.

Applicant Statement: Please read the following, sign and date the form.

To the best of my knowledge and belief, all statements made in this application are complete and correct. I understand that falsification of any data requested on this application will be cause for automatic dismissal if employed.

I understand that the filing of this application with Hartwick College is a preliminary step to employment. It does not obligate Hartwick College to offer employment, or the applicant to accept employment. Employment at Hartwick College is contingent upon a successful background check. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing the College to conduct a thorough background check.

Applicant Signature: _____ Date: _____

Hartwick is an equal opportunity employer and does not discriminate on the basis of age, gender, race, sexual/affectional orientation, disability, genetic information, predisposition of carrier status, ethnic or national origin, religion, military or veteran’s status, marital status, domestic violence victim status, or other classes protected by applicable law. We welcome applications from the community, alumni, and the general public.

Annual Security Report and Notice of Availability

The Clery Act

The Crime Awareness and Campus Security Act, enacted in 1990, is now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). The College reports its campus statistics on an annual basis in accordance with the Clery Act. Campus crime statistics for Hartwick and other colleges and universities may be found at the U.S. Department of Education's Web site: <http://ope.ed.gov/campussafety>.

Hartwick College is committed to assisting all members of the Hartwick community in providing for their own safety and security. A copy of Hartwick College’s Annual Security Report is available. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Hartwick College and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, sexual assault, crime prevention, crime reporting policies, disciplinary procedures and other matters of importance related to safety and security on campus. You can obtain a copy of this report by contacting the Campus Safety office at 607 -431-4118 or by accessing the following web site: <http://www.hartwick.edu/campus-life/campus-safety/reporting-crimes-emergencies>.