

## Employment Application

Northwest College of Art & Design is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

### Personal Data

\_\_\_\_\_  
 First Name                                      Middle                                      Last

\_\_\_\_\_  
 Street Address                                      City                                      State                                      Zip Code

\_\_\_\_\_  
 Home Telephone Number                                      Social Security Number                                      Today's Date

\_\_\_\_\_  
 Daytime Telephone Number                                      Cell Phone Number

\_\_\_\_\_  
 E-Mail address

Are you 18 years of age or older?    Yes \_\_\_\_\_    No \_\_\_\_\_

Have you ever been convicted of a crime?    Yes \_\_\_\_\_    No \_\_\_\_\_

If "yes", please explain:

\_\_\_\_\_

How were you referred to Northwest College of Art & Design? Please circle the number of the most appropriate response.

- |                             |                           |          |           |                            |              |
|-----------------------------|---------------------------|----------|-----------|----------------------------|--------------|
| 1                           | 2                         | 3        | 4         | 5                          | 6            |
| College<br>or<br>University | Recruiter<br>or<br>Agency | Employee | Online Ad | No<br>Referral;<br>Walk-In | Other: _____ |

## Position Preferences

For what position are you applying? \_\_\_\_\_

Salary desired: \$ \_\_\_\_\_ per \_\_\_\_\_ (specify hour, week or year)

Schedule desired: Full Time \_\_\_ Part Time \_\_\_ # of Hours Per Week \_\_\_\_\_

Could you work overtime? Yes \_\_\_ No \_\_\_

What date could you start work? \_\_\_\_\_

Could you travel if required by this position? Yes \_\_\_ % of Time \_\_\_\_\_ No \_\_\_

## Education

### High School

School Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Degree or # of Years Completed: \_\_\_\_\_

Major or Subject: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

### College

School Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Degree or # of Years Completed: \_\_\_\_\_

Major or Subject: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

### College

School Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Degree or # of Years Completed: \_\_\_\_\_

Major or Subject: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

**Graduate School**

School Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Degree or # of Years Completed: \_\_\_\_\_

Major or Subject: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

\_\_\_\_\_  
\_\_\_\_\_

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):

\_\_\_\_\_  
\_\_\_\_\_

**Previous Employment**

List your current or most recent employment first. Include work related internships, military and volunteer work.

Current Employer: \_\_\_\_\_

City and State: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

May We Contact Your Employer: Yes \_\_\_ No \_\_\_

Previous Employer: \_\_\_\_\_

City and State: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

May We Contact Your Employer: Yes \_\_\_ No \_\_\_

Previous Employer: \_\_\_\_\_

City and State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Position Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

May We Contact Your Employer: Yes \_\_\_ No \_\_\_

## Professional References

Name	Title	Company	Phone	Professional Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Releases and Applicant's Signature

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from Northwest College of Art & Design and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

\_\_\_\_\_  
Initials

**All hiring and employment at Northwest College of Art & Design is at will.** I understand this application is not an employment contract, nor can it be used to create one. Employment by Northwest College of Art & Design has no specific term and may be terminated by the employee or Northwest College of Art & Design with or without notice. I acknowledge that Northwest College of Art & Design has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with Northwest College of Art & Design, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to Northwest College of Art & Design. I agree to release and hold harmless Northwest College of Art & Design from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with Northwest College of Art & Design may be terminated.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The following information is collected for statistical purposes. Your response is helpful, but optional.

Non Resident                       Race and Ethnicity unknown  
 Hispanics of any race

For non-Hispanics only:

American Indian or Alaska Native       Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White                       Two or more races

## Applicant Release

Please submit a resume with this Employment Application.

Northwest College of Art & Design

In connection with my application for employment (including contract for services) and as a condition of continuing employment, I understand that investigative background inquiries are to be made on me including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, and experience along with reasons for termination of employment from previous employers. Further I understand that the company will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from Northwest College of Art & Design and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose:*

**Please Print Clearly:**

Print Full Name: \_\_\_\_\_ Sex: Male \_\_\_ Female \_\_\_

Print other names you have used: \_\_\_\_\_ Dates used: \_\_\_\_\_

Date of Birth (mm/dd/yy): \_\_\_\_\_ Social Security #: \_\_\_\_\_

Current Drivers License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Other Drivers License #s: \_\_\_\_\_ Issuing State: \_\_\_\_\_  
(list last 7 years only)

**Home Addresses (for the last 7 years, list most current first -- use back for more space):**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ County: \_\_\_\_\_

From - To Dates: \_\_\_\_\_ - \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ County: \_\_\_\_\_

From - To Dates: \_\_\_\_\_ - \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ County: \_\_\_\_\_

From - To Dates: \_\_\_\_\_ - \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ County: \_\_\_\_\_

From - To Dates: \_\_\_\_\_ - \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ County: \_\_\_\_\_

From - To Dates: \_\_\_\_\_ - \_\_\_\_\_

Check here if there are addresses listed on back \_\_\_\_\_