



**EMPLOYMENT APPLICATION  
PART-TIME HOURLY**

Date \_\_\_\_\_

Snow College does not discriminate on the basis of race, color, religion, gender, national origin, age, veteran status, disability status, or political affiliation. Snow College is an Affirmative Action/Equal Opportunity Employer.

**INDIVIDUAL HIRED AT SNOW COLLEGE WILL BE REQUIRED TO PASS A CRIMINAL BACKGROUND CHECK.**

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

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

Phone – Home \_\_\_\_\_ Business \_\_\_\_\_

Position Desired (1st choice) \_\_\_\_\_ Referral Source: \_\_\_\_\_  
 (2nd choice) \_\_\_\_\_ Ad, Friend, Relative, Walk-In, Job Service

List any relatives who work at Snow College and their relationship to you. \_\_\_\_\_

Have you filed an application here before? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, give date \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, give date and title \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No (Proof of citizenship or immigration status will be required if employed)

Indicate the days and hours you are available for work including weekends \_\_\_\_\_

**EDUCATION** (Circle highest grade completed)

GED High School 9 10 11 12 Bus/Tech/Cmty/Jr. College 13 14 College/University 13 14 15 16 Graduate School 17 18 19 20

**SCHOOLS ATTENDED**

GED, high school, college, university, business or trade/technical school Name and location (city)	Official Major	Number of credits earned	Dates of Attendance	Type & date of degree
What professional or trade licenses, or registrations do you hold? (Attach copies)			State	Expiration Date

## EMPLOYMENT HISTORY

Applicants may submit a personal resume and letter of application with this form.

Please give accurate and complete full-time and part-time employment record. Start with present or most recent employer.

Employer and/or Supervisor	Job Title	Address and Phone Number	Dates of Employment

References: Are you willing to have your present employer contacted regarding your qualifications? Yes \_\_\_\_\_ No \_\_\_\_\_

Other References:

Name and Job Title	Address and Telephone Number

List any special skills, accomplishments or awards related to the position for which you are applying. \_\_\_\_\_

## FELONY CONVICTION

In order for Snow College to protect its populace and property, applicants are **REQUIRED** to answer the following question: Have you ever been convicted of a felony?

\_\_\_\_\_ Yes \_\_\_\_\_ No      Signature \_\_\_\_\_

If your answer is "yes", an additional form will be mailed to you which you will be required to complete and return.

## APPLICANT'S AGREEMENT

I certify that all information supplied on this application, on supporting documents, and during interviews is correct to the best of my knowledge and that false information is cause for non-consideration of my application or discharge if discovered after hiring. I authorize Snow College to investigate all statements made on this application, on supporting documents and during an interview, and I also authorize all educational institutions, employers and others, (and their agents and employees) to respond to questions concerning information on my education and work history. I further release from liability Snow College for requesting information and such former employers, institutions, or persons for providing such information to Snow College.

Date

Signature

If you need accommodations during the application process, please notify the Human Resources Office, 150 East College Avenue, Box 1036, Ephraim, Utah, 84627; Phone 435-283-7058. FAX number is 435-283-7261.