

## APPLICATION FOR EMPLOYMENT

# CLAREMONT MCKENNA COLLEGE



Welcome to Claremont McKenna College. Claremont McKenna College (CMC) is a highly selective, independent, coeducational, residential, undergraduate liberal arts college. Established in 1946, CMC is a member of The Claremont Colleges, a consortium of seven independent institutions in Claremont, CA.

Before you apply for a position, there are a few things you should know. New employees must provide documents verifying U.S. citizenship or, for aliens, documents verifying legal permission to work in the United States. Employment is contingent upon successful completion of reference and background checking process. Applicant's acceptability for positions requiring use of a college vehicle is contingent upon a driving record acceptable to the College's automobile liability insurance. Depending on job responsibilities, satisfactory completion of a functional physical capacity test may be required.

### **Equal Opportunity and Nondiscrimination Statement**

In addition to its commitment to a harassment-free educational and working environment, the College is an equal employment opportunity employer. The College is committed to a policy of equal employment opportunities for all applicants and employees and complies with all applicable state and federal laws on the matter. The College does not unlawfully discriminate on the basis of race, color, religion, sex (including gender, pregnancy, childbirth, or related medical conditions), gender identity, gender expression, national origin, ancestry, age, physical disability, mental disability, medical condition or medical leave, marital status, sexual orientation, or any other category protected by law. The College also prohibits the harassment of any employee on any of these bases.

### **Disability Accommodations**

In compliance with applicable laws ensuring equal opportunities to qualified individuals with a disability, CMC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual (applicant or employee) with a disability if the disability affects the performance of essential job functions, unless the accommodation results in an undue hardship for the College. Employment decisions are based on the merit and not an individual's disability.

An applicant or employee who requires an accommodation should contact the immediate supervisor and the Human Resources Office. If multiple accommodations are identified that do not pose an undue hardship for the College, the selection of an accommodation will be at CMC's discretion. To request disability accommodation for any part of the application or hiring process, please contact Human Resources at (909) 621-8490 or for assistance.

### **Statistics Regarding Crime on Campus**

All colleges and universities receiving federal funds are required to publish a summary of their crime prevention strategies, fire safety, crime reporting policies, and other important matters related to safety and security on campus. This information is contained in CMC's Annual Security & Fire Safety Report, which also contains information about certain crime statistics for the three previous calendar years for incidents occurring on campus, in certain off-campus buildings, in property owned or controlled by CMC, or on public property within or immediately adjacent to and accessible from campus.

Criminal activities unfortunately do occur at CMC and The Claremont Colleges, so we hope you will take a moment to familiarize yourself with this important information.

This year's Annual Security & Fire Safety Report is available at the following website: [www.cmc.edu/clery-report](http://www.cmc.edu/clery-report)

If you have trouble with the online version or would like to receive a hard copy of the Annual Security & Fire Safety Report, please contact CMC's Human Resource Department at (909) 621-8490 or [hr@cmc.edu](mailto:hr@cmc.edu).

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## APPLICATION FOR EMPLOYMENT

Please print clearly in ink and complete all information requested.

Date: \_\_\_\_\_

Name: Last

First

Middle

Street Address:

City

State

Zip

Previous Address: (Complete only if at current address less than 2 years)

City

State

Zip

Home Phone #: ( )

Message Phone #: ( )

Preferred Contact #: ( )

### POSITION DESIRED

(A separate application must be provided for each position in which you are interested.)

Position Applying For: \_\_\_\_\_ Posting Number: \_\_\_\_\_

Minimum Rate of Pay: \_\_\_\_\_ Date Available: \_\_\_\_\_

Type of Work Desired:

Full Time

Part Time

Either

### PERSONAL INFORMATION

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in the United States?

Yes

No

Are you at least 18 years of age or older? If "no," a work permit may be required.

Yes

No

For reference purposes, have you worked or attended school under a former name?

If yes, please list former name(s):

Yes

No

Have you ever worked for The Claremont Colleges? If yes, which college?

Yes

No

Are any relatives or members of your household currently employed at this institution?

If yes, give full name and position.

Yes

No

Are you able to perform the essential functions of the position applied for, either with or without reasonable accommodation?

Yes

No

Have you ever been convicted of a criminal offense? Exclude minor traffic violations, sealed or juvenile convictions, expunged records, misdemeanor convictions for which probation has been completed and case has been judicially dismissed, marijuana possession related convictions occurring 2 or more years ago.

If yes, please describe the nature of the offense and the date and jurisdiction where conviction occurred:

Yes

No

*(Note: A conviction is not an automatic bar to employment. The nature of the offense, date of offense, the surrounding circumstances and relevance of the offense to the position applied for will be considered.)*

Have you ever been discharged from any employment, asked to resign or advised that if you did not resign, your employment would be terminated? If yes, please explain.

Yes

No

**EDUCATION AND TRAINING**

Type of School	Name and Location	No. of Years Completed	Did You Graduate?	Major & Degree
High School/ GED/CHSPE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade or Technical School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College(s) or University(ies)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you attending school now?  Yes  No

Name/Course of Study:

**SPECIAL SKILLS**

Licenses/Certificates:

Answer only if position applied for requires a driver's license.

Do you have a valid driver's license issued by the State of California?  Yes  No

Keyboarding WPM:

Computer Programs:

Special Equipment:

List Foreign Language(s) (optional):

Speak \_\_\_\_\_  Read \_\_\_\_\_  Write \_\_\_\_\_  Interpret and/or translate \_\_\_\_\_  
 \_\_\_\_\_

Do you have any other experience, training, qualifications or skills, which you feel, make you especially suited for the position applied for?

Yes  No If yes, please explain.

## EMPLOYMENT HISTORY

For the last 10 years, starting with most recent, list each job held and account for all periods of unemployment. Attach additional sheets if necessary. You must complete this section even if attaching a résumé.

**EMPLOYER:** \_\_\_\_\_ May we contact this employer:  Yes  No  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Title or Position: \_\_\_\_\_  
Duties and Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Account for periods of unemployment between jobs: \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_ May we contact this employer:  Yes  No  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
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Duties and Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Account for periods of unemployment between jobs: \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_ May we contact this employer:  Yes  No  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Title or Position: \_\_\_\_\_  
Duties and Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Account for periods of unemployment between jobs: \_\_\_\_\_

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Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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

Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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

Account for periods of unemployment between jobs: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ May we contact this employer:  Yes  No

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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

Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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

Account for periods of unemployment between jobs: \_\_\_\_\_

## CERTIFICATION

**Important, please read carefully and sign.**

I hereby certify that the information on this application and all other information otherwise provided are true and correct. I understand that any misrepresentations or omissions will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the institution can terminate the relationship at will, with or without cause, at any time. I further acknowledge that the only manner in which the "at will" nature of the employment relationship can be altered is by means of a specific written agreement signed by me and the institution's President or Chief Executive Officer.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_