

WILLIAMSON COLLEGE OF THE TRADES

106 S. New Middletown Road, Media, PA 19063

(An Equal Opportunity Employer)

APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire)

Please use blue or black ink to complete this application

PERSONAL INFORMATION		SOCIAL SECURITY NUMBER:					
Name: _____							

Last		First		Middle			
Present Address	Street _____						
	City, State, Zip _____						
Permanent Address	Street _____						
	City, State, Zip _____						
Home Phone	Cell Phone			Email Address			
EMPLOYMENT DESIRED							
Position Desired			Date of Availability			Desired Salary	
EDUCATION							
Training	Name and City/State	Dates Attended		Did you Graduate?	Subject of Study		
		FROM	TO				
High School							
Trade, Technical, Business, or Correspondence School							
College, University, or Professional School							
General: (Subjects of Special Study or Research Work)							
Special Skills:							
Activities: (Civic, Athletic etc.)							

EMPLOYMENT HISTORY (List last three employers, current/most recent first)

Dates of Employment	Name and Address of Employer	Position	Salary	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

May we contact current/former employers? (Please see below) YES/NO

US Military or Naval Service: Rank:

Present Membership in National Guard or Reserves:

REFERENCES (provide the names of four persons not related to you)

Name	Phone / Address	Nature of Relationship	Years Acquainted

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the Rules and Regulations of Williamson College of the Trades (hereinafter referred to as "Williamson"), and I agree that my employment and compensation may be terminated. I understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by Williamson. I understand that no Williamson representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I understand that as a potential Williamson employee I am required to undertake a pre-employment drug screening test, and a Criminal Background Check and ensure results are provided to the school.

I have/have not been convicted of any Felony Charges (if you have, attach information to this form).

I authorize present and former employers and individuals I have listed as personal references to furnish information about my employment record, including a statement regarding work performance, abilities, and other qualities pertinent to my qualifications for employment, and, if relevant, the reason for the termination of my employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

Signed _____ **Date** _____