

PERSONAL

Date \_\_\_\_\_

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

Present Address: Street \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Permanent Address: Street \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Social Security number \_\_\_\_\_ Position desired \_\_\_\_\_

Are you a citizen of the U.S., or are you otherwise authorized to work in the U.S. in the position for which you have applied?

Yes  No

If yes, your signature on this application constitutes a declaration of eligibility to work under penalties of perjury.

EDUCATION RECORD: LIST MOST RECENT FIRST

Name of School	Graduate	Degree/Certification	Major
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Special skills, license, certification:

EMPLOYMENT RECORD: LIST MOST RECENT FIRST or ATTACH RESUME. YOU MAY INCLUDE ANY VERIFIABLE WORK PERFORMED ON A VOLUNTEER BASIS.

1. Company name and address	From	To
Position	Duties/Responsibilities	Salary

Supervisor's name \_\_\_\_\_ Phone number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2. Company name and address	From	To
Position	Duties/Responsibilities	Salary

Supervisor's name \_\_\_\_\_ Phone number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this shall be subject to criminal penalties and civil liability."

WELLESLEY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

Name \_\_\_\_\_

EMPLOYMENT RECORD (Continued)

3. Company name and address	From	To
Position	Duties/Responsibilities	Salary

Supervisor's name \_\_\_\_\_ Phone number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

\_\_\_\_\_ Are you a Wellesley College Alumna, former /current Wellesley College student, former employee?

**Where did you hear about this job opportunity?**

\_\_\_ Newspaper/ Publication \_\_\_\_\_      \_\_\_ Wellesley College Website \_\_\_\_\_  
 \_\_\_ Other website(s) \_\_\_\_\_      \_\_\_ Professional Networking \_\_\_\_\_  
 \_\_\_ Other \_\_\_\_\_

I give Wellesley College permission, in considering my application, to verify all pertinent information set forth in this application and to obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any information concerning my background to the College. I agree to hold harmless both the College and all such other persons and entities from and against any claims arising out of the request for, supply of, or use of such information for purpose of this application.

I certify that all information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts called for in this application may result in denial of employment or immediate dismissal.

Other than for positions covered by a collective bargaining agreement, I understand that, if hired, my employment with the College will be at will and may be terminated by either the College or myself at any time, with or without notice or cause.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**WELLESLEY COLLEGE**

**CONFIDENTIAL**  
Supplement to Application

In answering the following questions, you may answer “no” or omit information with respect to any conviction for which there is a sealed record on file with the Commissioner of Probation, or with respect to any conviction of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecutions. In addition, you may answer “no” or omit first convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.

Have you been convicted of a felony at any time?     Yes     No

If “yes,” give dates and details in the space provided below.

Have you been convicted of a misdemeanor within the last five years?     Yes     No

If “yes,” give dates and details in the space provided below.

Convictions of a crime may not automatically disqualify you from employment. Rather, the nature and severity of the offense, the time which has passed since it was committed, and the duties of the position for which you have applied, together with other factors deemed appropriate by the College, will be taken into account.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

