

APPLICANT CERTIFICATION AND AGREEMENT

I AFFIRM that all of the information entered by me on this form and on any other documents submitted in support of my application for employment are true and correct. I understand that I am required to notify Hamline University of any change in the information I have given on this form and that failure to do so may be considered to be concealment of information. I understand and agree that any misrepresentation or concealment of information, regardless of when it is discovered, will be sufficient grounds for dismissal from or refusal of employment.

I UNDERSTAND THAT any faculty, staff or student user of Hamline's facilities or services is required to comply with the Campus Security Act and Sex Crimes Prevention Act of 2002, including self-registration with appropriate State agencies. Failure to comply with this requirement, if applicable to me, may jeopardize my status as a Hamline employee.

I AUTHORIZE Hamline University to request, and also authorize and request each former/current employer, education institution, and other persons or references listed, to furnish at any time, any information that may be sought concerning me or my work, habits, character, or skill, or any other data required, whether in connection with my application for employment, or for completion of required background investigations.

I UNDERSTAND THAT where required for the position I agree to submit to examination(s) by medical professionals of Hamline University's selection and understand that if I fail to pass such examination(s), I may not be employed in the absence of any reasonable accommodation that will enable me to perform the essential functions of the position for which I have applied. By a separate communication I will advise Hamline University and/or its examiners/physicians of any reasonable accommodations which I will need to take such position. I hereby authorize Hamline University's medical examiners to disclose to Hamline University any and all findings and conclusions arrived at during any such examination(s).

I UNDERSTAND THAT employment with Hamline University is purely voluntary, based upon the consent of the University and the employee. Accordingly, either the employee or the University may terminate this "at will" employment relationship at any time and for any reason or for no reason except where prohibited by federal or state law. Therefore, this application does not create a contract of employment.

Signature	Date
Print Name:	

I AGREE, as a condition of hire, to provide document(s) establishing proof of identity and employment eligibility in compliance with the Immigration Reform and Control Act of 1986, as it may be amended from time to time.

Signature	Date
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The Annual Safety and Security Information Report required by the Student Right-to-Know and Campus Security Act and its amendments is available upon request from Hamline's Human Resources Department.

EMPLOYMENT & EDUCATION DATA

If you are not submitting a resume, complete and submit this form as part of the Hamline *Employment Application*.

Print Last Name	First Name	Middle Name	Today's Date
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EMPLOYMENT EXPERIENCE (Attach additional sheets if necessary)

Starting with your present or last employer, please list jobs you have had, including experience in the military and volunteer activities.

Employer Name & Address	Your Job Title	Start Date
	Your Job Responsibilities	End Date
Employer Phone # ()		Reason for Leaving
	Your Supervisor's Name & Title	Ending Pay

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EMPLOYMENT & EDUCATION DATA - CONTINUED
(Attach additional sheets if necessary)

Print Name _____

Employer Name & Address	Your Job Title	Start Date
	Your Job Responsibilities	End Date
		Reason for Leaving
		Starting Pay
Employer Phone # ()		Ending Pay
Your Supervisor's Name & Title		

EDUCATION

Schools Attended	Name & Address of School	Course of Study	Years completed	Diploma/Degree Received
High School				
College				
Graduate School				
Technical, vocational, Business or military				
Other (specify)				

Relevant licenses, registrations, professional societies, etc:

Specify other special skills relevant to employment.

State any additional information you feel may be helpful to us in considering your application.