



**EMPLOYMENT RECORD (List most recent employer first)**

1. Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Job Title \_\_\_\_\_

Describe work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Date hired \_\_\_\_\_ Last day \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

2. Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Job Title \_\_\_\_\_

Describe work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Date hired \_\_\_\_\_ Last day \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

List any experience you have relating to the position you are applying for, include any relevant volunteer experience. \_\_\_\_\_

**REFERENCES** List three persons, other than relatives or personal friends, who have knowledge of your work experience and/or education:

Name	Email or address	Day Phone#
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**GENERAL INFORMATION**

Proof of citizenship or immigration status will be required upon employment.

As an equal opportunity employer, and in compliance with applicable state and federal law and its own policies, Saint Mary's College of California does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, gender, ancestry, sexual orientation, medical condition or physical or mental disability in employment or any of its educational programs or in the provision of benefits and services to its students and is committed to recruiting and retaining a diverse student and employee population. Any questions about College compliance with laws, or complaints, should be addressed to the Director of Human Resources, (925) 631-4212. The Section 504 Coordinator responsible for services to disabled students can be reached at (925) 631-4358.

I hereby certify that I have been informed of the duties of the position for which I am applying, and that the information on this application is correct and complete to the best of my knowledge. I agree to have any of the statements checked by Saint Mary's College unless I have indicated to the contrary. Further, I understand that falsification or omission of any material information on this application may be considered sufficient cause for immediate termination. I agree that, if employed, I will abide by all policies and procedures established by the College.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date