

Holy Cross College
54515 State Road 933 North
Notre Dame, IN 46556-0308
574.239.8400



Holy Cross College is an Equal Opportunity Employer. You will receive consideration for employment or to be a volunteer without regard to race, age, color, sex, national origin, disability, or other category protected by law. Some positions may require being Catholic.

APPLICATION FOR:
 Employment Volunteer

DATE:

Position Title:

How did you learn of this position opening?

Are you available to work: Full-time Part-time

Available:

Personal Data

Name (Last, First, M.I.):

Current Address (Number, Street, City, State, Zip):

Permanent Address (If different):

Home Phone:

Work Phone:

Other Phone:

E-mail:

Are you legally authorized to work in the U.S.? No Yes

Have you ever been convicted for a violation of a law other than minor traffic fines? No Yes If yes, explain circumstances..

Have you ever been employed by Holy Cross? No Yes If Yes, when? From: To:

List relatives who work for Holy Cross (Name):

Educational History

Type of School	School Name	Circle Last Year Completed	Major	Did You Graduate?	Degree or Certificate
High School		9 10 11 12			
College or Technical School		13 14 15 16			
Graduate or Other School		17 18 19 20+			

List appropriate job related skills for the position to which you are applying

Proficient Software: Outlook Explorer Word Excel Access PowerPoint

Other:

List appropriate job related licenses or certificates

Type:

Exp. Date:

Membership in Professional Organization(s):

Employment History -List in chronological order, current or last employer first. Complete all information.

1. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Please Call Me First <input type="checkbox"/> Not Employed <input type="checkbox"/>			
2. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Please Call Me First <input type="checkbox"/> Not Employed <input type="checkbox"/>			

Agreement and Certification

All information received through the application and interview process becomes property of Holy Cross College and will not be returned. I have reviewed a copy of the College's mission statement and purpose and agree to be bound by them. Volunteers understand they will be receiving no form of compensation or benefits arising out of their service to the college. I certify I have reviewed a copy of my position description and believe I can fulfill all required duties of that position. I understand and agree that any relevant and material misrepresentation made on this application, resume (CV) will be considered and justify immediate dismissal if hired. I hereby authorize Holy Cross College to contact any educational institution, former employer, law enforcement agency, or reference concerning information included on this application and resume (CV). I hereby release providers of information from all liability in responding to inquiries about me.

The college's safety and security report is published to provide information about safety and security policies, procedures and statistical information as required by law. You can link to a copy of the report here: <http://www.hcc-nd.edu/student-life/1/Safety-and-Security> A paper copy of the report is available upon request.

I understand that this application is not a contract for employment. I agree that upon separation, I will return to Holy Cross College any and all property issued and/or owned by the College, or will allow the value of same to be deducted from my wages. In addition I agree to repay all amounts still owed the college for any property, service or activity I am deemed liable by the college in its sole discretion. I understand the College is under no obligation to hire me as an employee or accept me as a volunteer; the college can accept or reject this application for any or no reason and with or without cause. *I understand that Worker's Compensation benefits are not provided for injuries that I may incur while performing volunteer services for this organization.* **I understand employment at Holy Cross College is 'at will' meaning either the college or employee can end the employment relationship at any time, with or without cause, with or without notice.**

Applicant Signature

Date
