

# Vermont Technical College

# VERMONT TECH

P.O. Box 500 Randolph Center, VT 05061

## Student Application for Employment

*The Vermont State Colleges is an equal opportunity employer and does not discriminate against any individual because of race, color, religion, ancestry, place of birth, gender, sexual orientation, gender identity or expression, national origin, age or veteran status, or against a qualified individual with a disability, or any other person whose status is protected under local, state or federal laws.*

<b>Date of Application:</b>	<i>Please list the title of the position for which you are applying:</i>
<b>Date Available for Work:</b>	<i>Part-time/Full-time? If part-time, what hours would you be available?</i>

<b>Name: (Last, First, Middle)</b>		<b>Telephone Number:</b>	
<b>Mailing Address: (Street or P.O. Box, City, State, Zip)</b>			
<b>E-mail address:</b>			
<b>Are you over 18 years of age?</b> ___ Yes    ___ No		<b>Are you a Veteran?</b> ___ Yes    ___ No	
<b>Are you legally eligible for employment in the United States?</b> ___ Yes    ___ No		<b>Have you ever been convicted of a felony?</b> ___ Yes    ___ No <i>If so, please describe where, when and under what circumstances.</i>	
<b>If driving is required for the position:</b>			
<b>Do you currently have a valid, up-to-date license?</b>		___ Yes    ___ No	
<b>Any restrictions?</b>		___ Yes    ___ No	
<b>Have you been convicted of a traffic offense within the past five years?</b> <i>If so, please describe where, when and under what circumstances.</i>		___ Yes    ___ No	
<b>Previous employment with VSC?</b> ___ Yes    ___ No <b>Date(s):</b>			
<b>Job Title(s):</b>			

**PLEASE NOTE:** You may attach a resume instead of completing the information below.

**EDUCATION**

<i>High School/Voc. School:</i>	<i>City, State:</i>	<i>Did you graduate?</i> ___ Yes ___ No	<i>Course of study:</i>
<i>Postsecondary Institutions:</i> <i>Undergraduate:</i>	<i>City, State:</i>	<i>Did you graduate?</i> ___ Yes ___ No	<i>Degree(s):</i>
<i>Graduate:</i>		<i>Did you graduate?</i> ___ Yes ___ No	

**SKILLS/CERTIFICATION**

*Please list any additional training, skills, or certification you have that would be useful in evaluating your application for employment:*

**EMPLOYMENT (List in order, present or most recent position first)**

➤ <i>Name of Firm or Institution:</i>	<i>Address:</i>	<i>Dates Employed:</i> <i>From: To:</i>
<i>Position:</i>	<i>Name &amp; Title of Supervisor:</i>	
<i>Describe your duties:</i>		
<i>Reason for leaving:</i>		
➤ <i>Name of Firm or Institution:</i>	<i>Address:</i>	<i>Dates Employed:</i> <i>From: To:</i>
<i>Position:</i>	<i>Name &amp; Title of Supervisor:</i>	
<i>Describe your duties:</i>		
<i>Reason for leaving:</i>		
➤ <i>Name of Firm or Institution:</i>	<i>Address:</i>	<i>Dates Employed:</i> <i>From: To:</i>
<i>Position:</i>	<i>Name &amp; Title of Supervisor:</i>	
<i>Describe your duties:</i>		
<i>Reason for leaving:</i>		

Have you ever been fired from a job or resigned in the face of dismissal or disciplinary action? \_\_\_\_ Yes \_\_\_\_ No  
If so, please describe the date and circumstances.

**ADDITIONAL REFERENCES (Excluding Relatives)**

Name:	Occupation:	Address:	Telephone Number:
Name:	Occupation:	Address:	Telephone Number:

**PLEASE READ CAREFULLY BEFORE SIGNING**

By signing below:

*Under Vermont State Colleges policy, certain positions are subject to a fingerprint-supported criminal background check. If the position for which I am applying is subject to a background check, I agree to the release of criminal background information by any law enforcement organization, and I understand that any offer of employment will be contingent upon the satisfactory results of the background check.*

*I certify that the information provided on the form is correct and complete. I understand and agree that provision of false information on this application or any attachments, misrepresentation, or omission of requested information could result in denial of employment or immediate termination once hired by Vermont State Colleges.*

*I understand and agree that all information furnished in this application and any attachments may be verified by Vermont State Colleges. I hereby authorize all individuals and organizations named or referred (except where specifically denied) to in this application to give Vermont State Colleges all information necessary to verify the contents of this application and relative to my work habits, and character and hereby release such individuals, organizations, and Vermont State Colleges from any liability for claim or damage which may result.*

*I agree to the terms of the following confidentiality statement:*

*I understand that I may be working with sensitive and confidential information. I understand that what I learn in this office/area about college students and college business must remain in this office/area and is not to be discussed with anyone else, including the student(s) involved.*

*I understand that I cannot access confidential information for any reason other than what I have been asked to do by my supervisor.*

*I understand that the Student Code of Conduct applies to my conduct at work as well as elsewhere on campus and violations maybe applicable to my employment. (For a detailed explanation of the Student Code of Conduct, please refer to the Student Handbook, available on the Vermont Tech website.*

*I understand that I will jeopardize my employment and potentially subject the College to litigation for violation of the Family Educational Rights and Privacy Act (FERPA) if I compromise the confidentiality of this office/area. If I violate any portion of the Student Code of Conduct, I will be held accountable the College judicial system.*

*I understand that I will be required to complete on-line FERPA and Data Security training modules. My supervisor will assist me in accessing this training.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_