



Haverford College

Student Employment Application

All New Hires Must Have I-9 Documentation The Day They Begin Working.

STUDENT INFORMATION

Position: _____ Department _____

Student Name: _____

E-mail: _____ Telephone: _____

I have worked for the college before? Yes No

Is this your first time working ever? Yes No

If yes, how many years have you worked in the Student Employment Program _____ Please list the departments/jobs below:

If No, you **MUST** provide your I-9 documentation to the Office of Human Resources **THE SAME DAY** you begin working.

The Office of Human Resources is located in the Stokes Hall, Suite 222.

1. _____ Hourly Wage: _____

2. _____ Hourly Wage: _____

3. _____ Hourly Wage: _____

WORK HISTORY

Name of Employer/Company	Job	Contact Person	Phone

SKILLS Please describe work experiences and skills in detail that apply to this job. Feel free to use the back of this form if you run out of space.

APPLICANT CERTIFICATION Please read and sign below

I certify that all information provided in this application (including any attachments) is true to the best of my knowledge. I understand that any false statement made herein is sufficient reason for rejection of my application or termination of subsequent employment. I authorize Haverford College to investigate all statements made in this application or attachments; to contact any of my former employers, educational institutions, or any other person or organization that may have information relevant to my employment; to obtain records concerning my past work, character, education; and to obtain driving records.

Applicant's Signature _____

Date _____

Manager's Confirmation of Hire (Please have Student Worker return this application along with I-9 documentation to HR)

Manager's Name Confirming Hire _____ Manager's Signature _____

For New Hires Only:
Present application to hiring manager, once hired, manager should complete bottom. Student should return application with I-9 documents to HR.