



Employment Application

Lincoln College
 300 Keokuk St.
 Lincoln, IL 62656
 (217) 732-3155
 HR Dept. Fax (217) 735-7395

Lincoln College - Normal
 715 West Rabb Rd.
 Normal, IL 61761
 (309) 452-0500

www.lincolncollege.edu

Thank you for considering Lincoln College for employment. Please complete the application and submit to the HR Department along with cover letter and resume (unless for a student employment position). Only fully and accurately completed applications will be considered. **Lincoln College is an Equal Opportunity Employer.**

Applicant Information			Date:
Last Name	First Name	MI	
Current Address	City	State	Zip Code
Daytime Phone	Cell Phone	Email Address	
Position Applying For	Date you can start	Where did you first learn about this job opening?	
Have you ever been employed by Lincoln College previously? If yes, please provide job title, approximate dates, and name of supervisor.		Yes No	Are you 18 yrs or older? Have you served in the U.S. Armed Forces?
Type of Employment Sought (check all that apply): Full Time Part Time Seasonal LC Student Employment			
If hired, can you supply documentation to verify your right to work in the U.S.?			
Do you understand the job requirements for the position you are applying for?			
Can you perform the essential functions of the desired job with or without reasonable accommodations?			
Education and Formal Training - Please list last four schools attended, starting with the most recent			
Name of School	City, State	Area of Study/Major	Degree/Diploma/# years
Current Licenses/Certifications			
Type			Expiration
Additional Information			
Indicate any special skills or qualifications acquired from employment or other experience that are related to the position applied for:			

Work Experience (Begin with most recent employment experience)

1. Employer Name		City		State
Position Title	Avg Hours/Week	From (month/year)	To (month/year)	
Supervisor Name/Title		Telephone Number	May we contact this employer now? Yes No	
Beginning Salary	Ending Salary	Reason for leaving		
2. Employer Name		City		State
Position Title	Avg Hours/Week	From (month/year)	To (month/year)	
Supervisor Name/Title		Telephone Number		
Beginning Salary	Ending Salary	Reason for leaving		
3. Employer Name		City		State
Position Title	Avg Hours/Week	From (month/year)	To (month/year)	
Supervisor Name/Title		Telephone Number		
Beginning Salary	Ending Salary	Reason for leaving		
4. Employer Name		City		State
Position Title	Avg Hours/Week	From (month/year)	To (month/year)	
Supervisor Name/Title		Telephone Number		
Beginning Salary	Ending Salary	Reason for leaving		

References - List three (3) people who have had direct contact with your professional work. (e.g., supervisor, department chairperson, co-worker, professor.)

Name	Telephone	Relation	Number of Years Known
1			
2			
3			

This application will expire in 90 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

I authorize Lincoln College to contact and obtain information about me from previous employers, educational institutions and references I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

I understand that nothing contained in the application or conveyed during any interview that may be granted is intended to create an employment contract between myself and Lincoln College. I further understand that only the employer's president has the authority to create or enter into any employment agreement on behalf of the employer. I understand that if I receive a conditional job offer, a consumer report (which may include criminal background check, MVR and credit report) may be conducted for the applied position.

I certify that all facts contained in this application are true and complete and that I have a genuine interest in being hired. I understand that omission or misrepresentation of facts may be grounds for rejection of this application or for dismissal from employment regardless of when the employer may discover the omission or misrepresentation.

Signature _____

Date _____