



Roxbury Community College  
Human Resources Department  
1234 Columbus Avenue  
Roxbury Crossing, MA 02120-3400  
Phone: (617) 541-5337 Fax: (617) 541-5365

## EMPLOYMENT APPLICATION

Please print and complete in full

### Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_

First

Middle initial

Last

Address \_\_\_\_\_

Number & Street

City

State

Zip

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Do you have the legal right to work in the U.S.?  Yes  No

List any relatives employed at RCC \_\_\_\_\_

### Position Information

Position applying for \_\_\_\_\_

Date Available \_\_\_\_\_  Full-time  Part-time  Temporary

Salary Expected \_\_\_\_\_ per \_\_\_\_\_

Were you previously employed at RCC?  Yes  No

If yes, please complete \_\_\_\_\_

Position

Department

Date

How were you referred to RCC?  Advertisement  Employee  Agency  Other

### Academic History

(Secondary school, colleges, business, technical or other schools attended)

Name	Location	Major/Course	Dates & Degrees
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**Employment History**

List most recent employer first. Employment history may include positions performed both on a voluntary or paid basis

Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Duties: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ Salary: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_ Supervisor & Phone No.: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Duties: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ Salary: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_ Supervisor & Phone No.: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Duties: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ Salary: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_ Supervisor & Phone No.: \_\_\_\_\_

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May we contact your present employer?     Yes                       No

List any special interests, skills, accomplishments or other qualifications

\_\_\_\_\_  
\_\_\_\_\_

**Please read carefully:** I hereby grant permission for Roxbury Community college to investigate my statements including previous employment and references and release said institution from any liability resulting from such investigation. I understand that, subject to any applicable provisions of the law, any false statement on this application is sufficient reason for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability resulting from such investigation. Any false statement on this application is sufficient reason for dismissal.

Roxbury Community College is an Equal Opportunity/Affirmative Action/504 employer and does not discriminate against any person on the basis of race, color, religious creed, national origin, sex, age, ancestry, marital status or sexual orientation.