

**Application Deadline is Monday, February 25, 2008**

Please print or type in shaded areas:

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

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

Phone : \_\_\_\_\_ Email address: \_\_\_\_\_

Alternate Phone # (home phone # or cell #): \_\_\_\_\_

College and Graduating Class: \_\_\_\_\_

Available Work Dates (from - to): \_\_\_\_\_

**\*Note:** All employees accepting full-time summer positions must be available to work from June 2 through August 20, 2008. Interviews will begin on March 10th.

Williams College is an Equal Opportunity/Affirmative Action employer. Federal and State laws and regulations prohibit discrimination in employment because of sex, sexual orientation, color, religion, national origin, ethnic origin, age, disability, or status as a disabled or Vietnam era veteran.

Williams College is obligated by law to provide reasonable accommodation to qualified individuals with disabilities. If you will need an accommodation for any part of the application process, please notify the staff in the Conference Office in advance.

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 liabilities.

**Please Attach a Current Résumé OR Work History with brief job descriptions and dates of employment and submit ONE letter of reference from a former work supervisor and ONE letter of reference from a peer.**

Résumé Attached?

Letters Attached?

Position(s) Preferred and Why?

\_\_\_\_\_

\_\_\_\_\_

Career Goals (Current or After Graduation):

Do you Have: a Driver's License?\*  Yes  No Buildings & Grounds Van License?\*  Yes  No

**\*Note:** Applicants *MUST* have a valid driver's license AND obtain a Williams College Facilities van license *BEFORE* June 2, 2008

Special Skills: (ex: data entry, customer relations, computers, A/V, physical activity, team building)

Please List Any Clubs, Sports or Activities you participate in as relate to jobs here:

(ex: track, weight lifting, computer technology, slide projectionist, leadership activities, orientation)

References: Please provide Names & Complete Information for 3 WORK references - excluding relatives):

Reference Name/Title	Telephone/Email	Reference Relationship to You (Ex: supervisor, teacher, coach)	Your Employment Information
Name:  Title & Company:	Work:  Home:  Email address:	Relationship:  How long has s/he known you?  How well does s/he know you?	Your Job Title:  Start/End Dates:  Reason for leaving:
Name:  Title & Company:	Work:  Home:  Email address:	Relationship:  How long has s/he known you?  How well does s/he know you?	Your Job Title:  Start/End Dates:  Reason for leaving:
Name:  Title & Company:	Work:  Home:  Email address:	Relationship:  How long has s/he known you?  How well does s/he know you?	Your Job Title:  Start/End Dates:  Reason for leaving:

Please complete the following based on your previous work experience.

Do you have experience:	Yes	No	If Yes, through which job/activity?
Answering more than one telephone line, taking and passing on accurate, detailed messages?	<input type="checkbox"/>	<input type="checkbox"/>	
Interacting with people from a variety of age and socio-economic groups?	<input type="checkbox"/>	<input type="checkbox"/>	
Setting up computer systems and networking multiple computers?	<input type="checkbox"/>	<input type="checkbox"/>	
Performing detailed assignments in a high-pressure environment, with deadlines & frequent interruption?	<input type="checkbox"/>	<input type="checkbox"/>	
Typing forms, memos, and correspondence from rough drafts to finished documents?	<input type="checkbox"/>	<input type="checkbox"/>	
Maintaining confidential and sensitive materials and information?	<input type="checkbox"/>	<input type="checkbox"/>	
Cooperating with other workers in a teamwork approach to completing a project?	<input type="checkbox"/>	<input type="checkbox"/>	
Accurately entering data (names, numbers, and dates) into a software program and generating reports?	<input type="checkbox"/>	<input type="checkbox"/>	
Operating audio/visual sound equipment, including microphones and PA sound systems?	<input type="checkbox"/>	<input type="checkbox"/>	
Setting up and operating projection equipment, including slide carousel, 16 mm and LCD (data) projectors?	<input type="checkbox"/>	<input type="checkbox"/>	
Safely Driving cars? How long have you been licensed? ____ years ____ months	<input type="checkbox"/>	<input type="checkbox"/>	
Driving trucks or large vans? How long? _ _yrs	<input type="checkbox"/>	<input type="checkbox"/>	
Setting a timeline schedule for a project and coordinating and completing all project details?	<input type="checkbox"/>	<input type="checkbox"/>	
Leading a team to complete a goal or fulfill an assigned task?	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting or moving heavy objects?	<input type="checkbox"/>	<input type="checkbox"/>	
Delivering or picking up equipment and or packages?	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>Additional Comments:</b></p>          
<p><b>Where Did You Learn About This Position?</b></p>          