



HARVARD CLUB OF NEW YORK CITY

35 WEST 44TH STREET • NEW YORK, NY 10036

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

NAME			DATE
LAST	FIRST	MIDDLE	
ADDRESS			
STREET			
CITY	STATE	ZIP	
PHONE NO.	ARE YOU 18 YEARS OR OLDER?	☐ Yes	☐ No

EMERGENCY CONTACT NAME AND PHONE NO.

EMPLOYMENT DESIRED

POSITION DESIRED?	DATE YOU CAN START?	SALARY
ARE YOU EMPLOYED NOW?	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?

EDUCATION	NAME AND LOCATION OF SCHOOL	NO OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE BUSINESS OR CORRESPONDANCE SCHOOL				

SKILLS:

ARE THERE ANY EXPERIENCES, SKILLS OR QUALIFICATIONS WHICH YOU FEEL WOULD ESPECIALLY QUALIFY YOU FOR WORK AT THE HARVARD CLUB OF NEW YORK CITY? PLEASE EXPLAIN.

APPLICATION FOR EMPLOYMENT (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	EMPLOYER NAME & TELEPHONE	POSITION	REASON FOR LEAVING
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			

PRESENT EMPLOYER WILL ONLY BE CONTACTED WITH YOUR CONSENT OR AFTER YOU HAVE GIVEN NOTICE OF TERMINATION.

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME & TELEPHONE	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

PLEASE LIST BY NAME ANY RELATIVES OF YOURS OR MEMBERS OF YOUR HOUSEHOLD WHO ARE ALREADY EMPLOYED BY THE HARVARD CLUB OF NEW YORK CITY.

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND THAT IT MAY BE TERMINATED AT WILL BY THE CLUB, IN ITS SOLE DISCRETION, AT ANY TIME WITHOUT ANY PRIOR NOTICE."

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

THE HARVARD CLUB OF NEW YORK CITY IS COMMITTED TO THE PRINCIPLES OF EQUAL OPPORTUNITY. ALL EMPLOYMENT DECISIONS ARE BASED ON INDIVIDUAL QUALIFICATIONS, WITHOUT REFERENCE TO RACE, COLOR, SEX, FAMILIAL STATUS, GENDER IDENTITY, NATIONAL ORIGIN, AGE, RELIGION, DISABILITY, SEXUAL ORIENTATION, MARITAL STATUS, VETERAN STATUS OR ANY OTHER FACTOR ILLEGAL UNDER THE LAW.