In keeping with its commitment to equal rights since it was founded in 1837, Knox College particularly welcomes applications from members of underrepresented groups. Knox College does not discriminate on the basis of sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status, or other status protected by applicable federal, state, or local law in admission, financial aid, employment, athletics, or any other aspect of its educational programs or activities.

In addition, Knox College is prohibited by Title IX of the Education Amendments of 1972 and its accompanying regulations from discriminating on the basis of sex.
The College official responsible for coordinating compliance with this Notice of Non-Discrimination is the Director of Civil Rights & Title IX Compliance. Any inquiries regarding policies that prohibit discrimination and harassment, including Title IX sexual harassment, as well as the policy prohibiting hazing, should be directed to the Director of Civil Rights and Title IX Compliance identified below. Staff in the Office of Civil Rights & Title IX Compliance are available to meet with or talk to students, staff, and faculty regarding issues relating to this Notice of Non-Discrimination and the College's policies and procedures.

Director of Civil Rights & Title IX Compliance
Old Jail 12 | Campus Box K-209
337 South Cherry Street
Galesburg, IL 61401
Phone: 309-341-7751
Email: cultureofrespect@knox.edu

Inquiries about the application of Title IX to Knox may be referred to the Director of Civil Rights & Title IX Compliance, the United States Department of Education's Assistant Secretary for Civil Rights, or both. Individuals may also contact the U.S. Department of Education's Office of Civil Rights for additional information.

Office for Civil Rights
U.S. Department of Education, Chicago Office
500 West Madison Street, Suite 1475
Chicago, IL 60661-4544
Phone: 312-730-1560
Email: ocr@ed.gov

Inquiries regarding the College's policies regarding the Americans with Disabilities Act of 1990 ("ADA"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504") should be directed to the ADA/504 Coordinator identified below:

Knox College ADA/504 Coordinator
Jennie Hemingway, PhD

Old Jail 12 | Campus Box K-209
337 South Cherry Street
Galesburg, IL 61401
Phone: 309-341-7751
Email: jhemingway@knox.edu

Employees requesting accommodations may contact:

Human Resources
52 W South St., Alumni Hall, Suite 100 | Campus Box K-200
Galesburg, IL 61401
Phone: 309-341-7162 or 309-341-7543
Email: hr@knox.edu

Students requesting accommodations may contact:

Director of Disability Support Services
Patricia Harden
Umbeck Science and Math Center E111 | Campus Box K183
340 South West Street
Phone: 309-341-7478
Email: pharden@knox.edu

Learn more about our policies and procedures.

Knox College
APPLICATION for EMPLOYMENT

In keeping with its commitment to equal rights since it was founded in 1837, Knox College particularly welcomes applications from members of underrepresented groups. Knox College does not discriminate on the basis of sex, gender identity or expression, race, color, creed, national or ethnic origin, religious affiliation, sexual orientation, age, marital status, disability or other irrelevant factors in admission, financial aid, employment, athletics or any of its educational policies and programs.

Personal Data

Name:			Date:
Present Street Address:	City:	State:	Zip:
Phone Number where you can be contacted:			
Position Applied For:			
☐ Full-time only:	☐ Part-time only:		☐ Full-time or Part-time:
Are you legally authorized to work in the U.S.? ☐ Yes ☐ No			Available start date:

How Did You Hear About This Position?

- ☐ Knox Website
- ☐ Other Website _____
- ☐ Newspaper/Publication (name) _____
- ☐ Other Source (specify)_____

Personal Information

Were you ever employed at Knox College? Dates of Employment: _____	Department:

Are any members of your immediate family employed here?
- ☐ Yes
- ☐ No

If yes, please give name and department

Do you have a valid driver's license?
- ☐ Yes
- ☐ No

Have you ever been convicted of a felony?
- ☐ Yes
- ☐ No

If yes, please give details:

Are you required to register as a sex offender in any jurisdiction?

☐ Yes

☐ No

If yes, please explain:

Education

Type of School	Name and Location	Did you Graduate?	Area of Study	Diploma or Degree Received
High School		☐ Yes ☐ No		
College/ University		☐ Yes ☐ No		

Other Relevant Training

Please list any other educational experience (special courses, technical training, seminars, ect.):

License or Certificates:

Describe any computer skills or experience you have and what software you have used:

List special skills or experience which you think might be useful to the college:

Employment Record

(Please indicate if you had a different name when you worked for another employer)

Present (or most recent) Employer:

Address:	Phone Number:
Position Held:	Date Employed:
Ending Salary:	Date Left:

Reason for Leaving:

Supervisor's Name and Title:

Describe Duties of Your Job:

May We Contact This Employer?

☐ Yes

☐ No

Past Employer:	
Address:	Phone Number:
Position Held:	Date Employed:
Ending Salary:	Date Left:
Reason for Leaving:	
Supervisor's Name and Title:	
Describe Duties of Your Job:	
May We Contact This Employer? ☐ Yes ☐ No	

Past Employer:	
Address:	Phone Number:
Position Held:	Date Employed:
Ending Salary:	Date Left:
Reason for Leaving:	
Supervisor's Name and Title:	
Describe Duties of Your Job:	
May We Contact This Employer? ☐ Yes ☐ No	

Summarize any additional experience or information that you feel would be helpful.

Give three references (not relatives or former employers) who have known you for at least five years.

Name: **Address:** **Phone:** **Occupation:**
Name: **Address:** **Phone:** **Occupation:**
Name: **Address** **Phone:** **Occupation:**

Affidavit: I certify that the answers given by me to the foregoing questions and statements are true and complete. I agree that Knox College shall not be liable in any respect if my employment is terminated because of any misrepresentation on this application. Unless otherwise indicated, I authorize Knox College to make inquiries to the persons, companies and schools named in any documents I provide as application materials regarding my employment and qualifications. I also authorize Knox College to do a criminal background check. I understand that employment at Knox College is at will and that either I or Knox may terminate my employment with or without cause and with or without notice.

Signature: _____ Date: _____

Knox College maintains and publishes an Annual Security and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime and Statistics Act (Clery Act), the Higher Education Opportunity Act of 2008, and the Violence Against Women Reauthorization Act of 2013 (VAWA). This report provides information concerning campus security, personal safety and crime prevention, fire safety, Campus Safety Department authority, and reporting policy. The report also includes crime and fire statistics for the three most recent calendar years. The report can be obtained online at chrome extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.knox.edu/documents/CampusSafety/Annual Security-and-Fire-Safety-Report.pdf A printed copy of the report can be obtained at no charge from the office of the Department of Campus Safety, 368 S. Prairie Street, Galesburg, upon request during business hours (mailing address: 2 E. South Street, Galesburg, IL, 61401-4999 Box K-171; phone: 309-341-7979).