



DOUBLE DISCOVERY CENTER

Columbia University, Columbia College
306 Lerner Hall Mail Code: 2604
2920 Broadway, New York, NY 10027
(212) 854-3897 / Fax (212) 854-7457

ddc@columbia.edu / www.columbia.edu/cu/college/ddc

APPLICATION FOR EMPLOYMENT

Position Applying For _____ Date Completed _____

To applicant: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will assist us in placing you in the position that best meets your qualifications.

I - PERSONAL INFORMATION

Name: _____ Social Security #: _____

Telephone No. () _____ () _____ E-mail: _____ Date of Birth: _____
Present Permanent

Present Address: _____
No. Street City State Zip

Permanent Address: _____
No. Street City State Zip

Hours/Days Available: _____ Work Study / Non-Work Study (Circle one)

Were you previously employed by DDC? _____ If yes, when? _____

List any friends or relatives working for us: _____

List any relatives who are enrolled with us: _____

If your application is considered favorably, on what date would you be available for work? _____

Are there any other experiences, skills, or qualifications which you feel have prepared you for work with the Center?

FOR OFFICE USE ONLY

Interviewer

Appointment

1. _____
2. _____
3. _____

II - EDUCATION

	Name and Address of School	Course of Study	Degree	Date Awarded
High School				
College				
Graduate				
Other (Specify)				

III - EMPLOYMENT

List below all present and past employment, beginning with your most recent. Attach additional pages if necessary.

Name and Address of Company	From Mo/Yr	To Mo/Yr	Position	Salary	Reason for Leaving	Supervisor
Telephone						

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SIGNATURE OF APPLICANT

DATE

PLEASE SUBMIT WITH TRANSCRIPT