

# DAVIDSON COLLEGE CAREER SERVICES /DAVIDSON eCareers POLICIES AND RELEASE FORM

I, (print name legibly) \_\_\_\_\_, understand that by registering with Davidson College Career Services/DAVIDSON eCareers, I agree to allow Career Services/eCareers to release the materials I have uploaded into eCareers or provided in hard copy to bona fide employers and/or post baccalaureate study organizations I select. These materials may include resume(s); letter(s); my address, phone number, and email address; and other supplemental information. I understand that recruiting organizations of any kind will **not** have access to my profile information entered into eCareers.

## Misrepresentation of Information

Falsification of information on graduate school applications, data sheets, internet forms, employment application forms, resumes or curriculum vitae (cv) is not appropriate and violates the spirit of the Davidson Honor Code. Instances of falsification may be referred to the Office of Student Life and may lead to suspension from activities sponsored by Career Services.

## Representing the College

- Applying for employment or graduate study opportunities puts you in the role of representative of Davidson College. Your actions should reflect the high standards of integrity and civility set by the College.
- Accept a job offer in good faith. When you accept an offer, you should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer.

## Interviewing Protocol

- Scheduling an interview with a school or employer and not appearing for the interview is considered a “no show.” A no show for an on-campus interview will result in your temporary removal from the eCareers system. You will be unable to submit materials to job postings or sign up for interviews until you submit a letter of explanation and apology to the employer and copy it to John Adams, Director of Career Services. **NEVER SKIP AN INTERVIEW.**
- Once you have signed up for an on-campus interview and there are **less than two business days, or 48 hours, before the interview**, you are required to notify Career Services (not the employer) immediately if you need to cancel an interview. Call Brenda Harvey at 704-894-2025 between 8:30 am and 5:00 pm. Cancellations for reasons other than true emergencies are not acceptable. A cancellation may result in your temporary removal from the eCareers system and your being unable to submit materials to job or study opportunities, or to sign up for interviews, until you submit a letter of explanation and apology to the employer and copy it to John Adams, Director of Career Services.

Two (2) offenses, no show and/or cancellation, will make you ineligible for any further on-campus recruiting activities.

## Non-Discrimination Policy

Career Services welcomes all Equal Opportunity employers. In accordance with applicable federal and state employment laws, Career Services does not make its interviewing facilities or job listing services available to employers who unlawfully discriminate against or harass candidates in the hiring process on the basis of national origin, race, color, religion, sex, sexual orientation, physical or mental disability, medical condition, ancestry, marital status, veteran status, citizenship, age or any other basis prohibited by law. If you believe an employer has misrepresented him/herself or his/her organization, we strongly encourage you to contact John Adams, Director of Career Services.

Further, I understand the policies stated above and agree to abide by them.

Signature: \_\_\_\_\_ Class of: \_\_\_\_\_ Date: \_\_\_\_\_

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