

# MUHLENBERG

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## COLLEGE

### Employment Application

In considering individuals for employment, Muhlenberg College seeks to include only those factors that are job related. Factors such as age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws are not considered to be job related. It is important that you provide complete information about your training and experience so that we can determine your qualifications for the job you seek.

*Regular* employment with the College is not intended to imply guaranteed employment should the needs of the College change. As an “*at-will*” employer, either the College or an employee may terminate employment with or without notice, with or without cause.

**Position Applied for:**

**Date:**

**Job #:**

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

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

Street Address, Apartment No.

City, State, Zip

Telephone No. (      )

Referred by: \_\_\_\_\_

Area Code

E-mail \_\_\_\_\_

Are you over the age of 18? [ ] Yes [ ] No If not, state your age: [      ]

Do you want to work [ ] Full-time [ ] Part-time If Part-time, specify days and hours:

Are you willing to work overtime if necessary? [ ] Yes [ ] No

Date you can start: \_\_\_\_\_

Salary desired: \_\_\_\_\_

Have you ever been employed by us? [ ] Yes [ ] No If yes, when? \_\_\_\_\_

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied?  Yes  No If yes, please explain:

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Have you ever been convicted of a crime? \*  Yes  No If yes, state nature of offense, when, where, and disposition.

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*\*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.*

Are you legally employable in the USA?  Yes  No

If you are offered employment, you must be prepared to show acceptable documentation of your employment eligibility in accordance with the Immigration Reform and Control Act of 1986.

State name(s) of any relative(s) in our employ and your relationship to them:

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<b>Record of Education</b>
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School: \_\_\_\_\_ Address of School: \_\_\_\_\_

Course of Study	Years Completed	Did you graduate?	Diploma or degree Received
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School: \_\_\_\_\_ Address of School: \_\_\_\_\_

Course of Study	Years Completed	Did you graduate?	Diploma or degree Received
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School: \_\_\_\_\_ Address of School: \_\_\_\_\_

Course of Study	Years Completed	Did you graduate?	Diploma or degree Received
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**Prior Work History**

Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES      NO

May we contact your previous supervisor for a reference?         

Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES      NO

May we contact your previous supervisor for a reference?         

Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES      NO

May we contact your previous supervisor for a reference?         

Describe in detail the work you performed. If you need more room to complete your prior work history, use additional sheets of paper.

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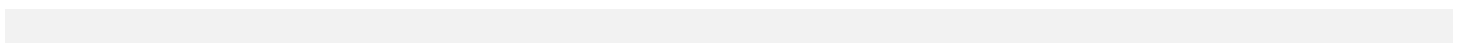
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**Military Service**

Have you ever served in the US Armed Forces? [ ] Yes [ ] No List duties in the Service, including special training that is relevant to the position for which you have applied.

**Skills**

List any skills that you believe are related to the job for which you are applying:

**References**

Name	Address	Dates Known	Telephone No.

Please read carefully and sign your Application

*I certify that the facts given are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application and release all former employers from any liability in providing information concerning my background. I understand that false or misleading information I give in my application or interview may result in my discharge if discovered after I am hired, or disqualification of my candidacy if discovered prior to being hired. I understand that, should I become an employee, I am required to abide by all regulations and rules of the College and the hiring department.*

Signature of Applicant:

Date: