



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.

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State	ZIP		
Phone				E-mail Address	
Position Applied for:			Referred by:		
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:			
Date Available:				Desired Salary:	
Are you a citizen of the United States?		YES	NO	If no, are you authorized to work in the U.S.? 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 & Control Act of 1986.					
Have you ever worked for us?		YES	NO	If so, when?	
Have you ever been convicted of a felony?*		YES	NO	If yes, explain:	
*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.					
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, explain:

EDUCATION

High School			Address		
From	To	Did you graduate? YES NO	Degree		
College			Address		
From	To	Did you graduate? YES NO	Degree		
Other			Address		
From	To	Did you graduate? YES NO	Degree		

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT

Company	Phone			
Address	Supervisor			
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES	NO	
Company	Phone			
Address	Supervisor			
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES	NO	
Company	Phone			
Address	Supervisor			
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES	NO	

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

SKILLS

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

DISCLAIMER AND SIGNATURE

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

Date