Application for Employment

We consider applicants without regard to race, color, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Please print

|  |  |
| --- | --- |
| Position applying for       | Date of application       |
| How did you learn about us?       |
| Last name       | First name       | MI       |
| Address       |  |
| City       | State       | Zip       |
| Home phone       | Cell phone       |
| Email address       |  |
|  |  |  |  |
| [ ] FT | [ ] PT | [ ] Temp | Which category are you available to work—full time, part time, or temporary? |
| Yes | No |  |
| [ ]  | [ ]  | If you are under 18 years of age, can you provide required proof of your eligibility to work? |
| [ ]  | [ ]  | Have you ever filed an application with us before? If yes, give date       |
| [ ]  | [ ]  | Have you ever been employed with us before? If yes, give date       |
| [ ]  | [ ]  | Are you currently employed? |
| [ ]  | [ ]  | May we contact your present employer? |
| [ ]  | [ ]  | Can you travel if a job requires it? |
| [ ]  | [ ]  | Are you prevented from lawfully becoming employed in the U.S. because of Visa or Immigration status? *Proof of citizenship or immigration status will be required upon employment.* |
| [ ]  | [ ]  | Are you currently on “lay-off” status and subject to recall? |
| [ ]  | [ ]  | Have you been convicted of a felony within the last seven years? *Conviction will not necessarily disqualify an applicant from employment.* |
|       | On what date would you be available for work? |

Education Information

|  |  |
| --- | --- |
| **High School**  | Course of study       |
| Street       | Years completed       |
| City/State/Zip       | Diploma/Degree       |
| **College** | Course of study       |
| Street       | Years completed       |
| City/State/Zip       | Diploma/Degree       |
| **Grad/Professional** | Course of study       |
| Street       | Years completed       |
| City/State/Zip       | Diploma/Degree       |

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, gender, national origin, disabilities or other protected status.

|  |
| --- |
| **Employer**       |
| Street/City/State/Zip       |
| Home phone       | Cell phone       |
| Dates employed: from       | to       |
| Job title       | Supervisor       |
| Work performed      |
| **Employer**       |
| Street/City/State/Zip       |
| Home phone       | Cell phone       |
| Dates employed: from       | to       |
| Job title       | Supervisor       |
| Work performed       |
| **Employer**       |
| Street/City/State/Zip       |
| Home phone       | Cell phone       |
| Dates employed: from       | to       |
| Job title       | Supervisor       |
| Work performed       |

Specialized Skills

Indicate any foreign languages you can speak, read and/or write.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Fluent*** | ***Good*** | ***Fair*** |
| Speak |       |       |       |
| Read |       |       |       |
| Write |       |       |       |
| Describe any specialized training, apprenticeship, skills, and extra-curricular activities. |
|       |
| Describe any job-related training received in the United States military. |
|       |
| Specialized skills/equipment/computer software (please check if you are proficient) |
| [ ]  Microsoft Word[ ]  Microsoft Excel[ ]  Microsoft PowerPoint[ ]  Microsoft Access | [ ]  Adobe Photoshop[ ]  Adobe InDesign[ ]  Adobe Illustrator[ ]  Adobe Dreamweaver | [ ]  WordPress[ ]  Other software      [ ]  Heavy machinery       |
| Others not listed above       |

References

|  |
| --- |
| **Name**       |
| Street/City/State/Zip       |
| Home phone       | Cell phone       |
| Relationship to you       |
| **Name**       |
| Street/City/State/Zip       |
| Home phone       | Cell phone       |
| Relationship to you       |
| **Name**       |
| Street/City/State/Zip       |
| Home phone       | Cell phone       |
| Relationship to you       |

Clarks Summit University is an equal opportunity employer.

Applicant’s Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of my background, prior employment history, and all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

 Signature of Applicant Date