

ADMINISTRATION & STAFF APPLICATION FOR EMPLOYMENT

This application will remain active for 60 days after date of application.

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, disability, or other classification protected by applicable law.



Date _____

PERSONAL

Name _____ Social Security No. _____

Address _____
Last First Middle Street City State Zip

Home Phone No. _____ Business Phone No. _____

Business Address _____
Street City State Zip

Email Address _____ Cell Phone No. _____

Are you a United States citizen or otherwise authorized to work in the United States on an unrestricted basis: Yes No

State age if under 18: _____ Are you a student? Yes No Are you presently employed? Yes No

If so, may we contact your present employer? Yes No Are you on a layoff and subject to recall? Yes No

REQUIRED UNIVERSITY INFORMATION

Position(s) applied for: _____ Days & hours available:

Su	M	T	W	Th	F	Sa

Would you work: Full-time (12 months) Part-time (12 months) Full-time (9 months) Part-time (9 months)

How did you hear about Philadelphia University? _____

Were you previously employed by Philadelphia University? If yes, when? _____

Have you ever applied for a position with Philadelphia University? If yes, when? _____

If you are offered a job, on what date will you be available for work? _____

List name(s) and relationship(s) of relatives presently working at Philadelphia University: _____

RECORD OF EDUCATION

	Elementary				High School				College				Other (Specify)			
Name	_____															
Address	_____															
List Degree	_____															
Check Last Year Completed	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4

REFERENCES

Give name, address and phone number of three references not related to you:

- _____
 - _____
 - _____
- Name Address City State Zip Phone

List professional, trade, business or civic organizations to which you belong: (You may exclude groups which indicate race, color, religion, sex, national origin, age, marital or veteran status, or disability, or other classification protected by applicable law.)

Are you able to perform the essential functions of the job for which you are applying without an accommodation? Yes No

If no, indicate necessary accommodation: _____

Have you ever been convicted of a crime (whether a felony, misdemeanor or summary offense) that has not been annulled or sealed by a court of law? YES NO

If YES, explain in full, indicating date, charge, place, under what name and action taken. Use additional paper if necessary.

PLEASE NOTE: Depending on the position, a careful and thorough investigation will be made. Consideration will be given to the amount of time since the conviction, your employment history, the relationship between the type of employment considered for and the crime involved, and any other circumstances or information that would pertain to your employment and the safe and efficient operation of the University. (Failure to answer this question, or providing untruthful answers, may result in withdrawal of employment offer, or, in the event of hire, termination of employment.)

EMPLOYMENT EXPERIENCE

List each job held. Start with your present or last job. Include military service assignments, indicating the particular branch you have served in and volunteer activities. (You may exclude groups which indicate race, color, religion, sex, national origin, age, marital or veteran status, or disability, or other classification protected by applicable law.)

Note: A dishonorable or general discharge from military service is not an absolute bar to employment, and other factors will affect a final hiring decision.

	1 (MOST RECENT)		2		3	
Employer Dates	From	To	From	To	From	To
Employer Name						
Address						
Phone Number						
Job Title						
Supervisor's Name						
Hourly Rate/Salary	Starting	Final	Starting	Final	Starting	Final
Work Performed						
Reason for Leaving						

Summarize special skills and qualifications acquired from employment or other experience:

AGREEMENT

If I am employed, in consideration thereof, I agree to conform to the rules and regulations of Philadelphia University and I recognize, understand and agree that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of Philadelphia University. I understand that no one other than the President of Philadelphia University has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and that any such agreement must be in writing and signed by the President of Philadelphia University.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I also agree to permit Philadelphia University to conduct substance abuse tests and any other background investigative procedures it deems appropriate with respect to my application and, in the event of hire, while employed.

In the event of employment, I understand that false, incomplete or misleading information given in my application or interview(s) may result in discharge. I also understand and agree that employment may be subject to my taking a physical examination from a physician designated by Philadelphia University, and that in his/her opinion I must be physically and mentally able to perform the work for which I am applying or being considered.

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