

# 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. \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Home Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_

Business Address \_\_\_\_\_  
Street City State Zip

Email Address \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Are you authorized to work in the United States?  Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?  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: \_\_\_\_\_

## 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.

Philadelphia University's Security Report, containing security policies and crime statistics, is available at [www.philau.edu/security/cleryrept.html](http://www.philau.edu/security/cleryrept.html)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date