

FACULTY 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 _____
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

REQUIRED UNIVERSITY INFORMATION

Position(s) applied for: _____ Days available:

Su	M	T	W	Th	F	Sa

(Indicate a.m. or p.m.)

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

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

PLEASE ATTACH CURRICULUM VITAE.

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.)

REFERENCES

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

1. _____
 2. _____
 3. _____

Name Address City State Zip Phone

PLEASE ATTACH CURRICULUM VITAE.

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							
Work Performed							
Reason for Leaving							
Summarize special skills and qualifications acquired from employment or other experience:							

PLEASE ATTACH CURRICULUM VITAE.

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

Signature of Applicant **Date**