



EMPLOYMENT APPLICATION

Thank you for your interest in Muhlenberg College. 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.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State		Zip
Phone		E-mail Address	
Desired Position		Referred by	
Are you at least 18 year or older? <input type="checkbox"/> YES <input type="checkbox"/> NO		If not, state your age:	
Availability: FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>		If part-time, specify days and hours:	
Date Available	Can you work overtime, including weekends? <input type="checkbox"/> YES <input type="checkbox"/> NO		Desired Salary
Are you authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
*If you are offered employment, you must be prepared to show acceptable documentation to verify your employment eligibility within three days of hire, in accordance with the Immigration Reform & Control Act of 1986. For more information, visit: https://www.uscis.gov/i-9			
Have you ever worked for Muhlenberg College? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?			
Have you ever been terminated from employment or asked to resign by an employer? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, provide details.			
Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> 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.			
Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain:			

EDUCATION			
High School	Address		
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
College	Address		
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
Other	Address		
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree

REFERENCES

Please list three professional references for prior supervisors. Do not include contact information for friends, family, or coworkers.

Full Name	Relationship
Company	Phone
Address	Email

Full Name	Relationship
Company	Phone
Address	

Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT

Company	Phone	
Address	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Company	Phone	
Address	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Company	Phone	
Address	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

PREVIOUS EMPLOYMENT (continued)			
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		<input type="checkbox"/> YES	<input type="checkbox"/> 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				
<p>I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Muhlenberg College to hire me. If I am hired, I understand that either Muhlenberg College or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Muhlenberg College has the authority to make any assurance to the contrary.</p> <p>I attest with my signature below that I have given to Muhlenberg College true and complete information on this application. No requested information has been concealed. I authorize Muhlenberg College to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.</p> <p>THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED.</p>				
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