

# APPLICATION FOR EMPLOYMENT

Please print clearly and complete both sides of this Employment Application.

All sections must be completed even when resumé is attached. We are an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including race, creed, color, age, sex, religion, national origin, handicap, or sexual orientation. It is the policy of Neumann University to provide reasonable accommodations for qualified persons with disabilities who are applicants for employment. If you need assistance or accommodations to interview because of a disability, please contact the Human Resources Office. Employment opportunities will not be denied to anyone due to the need to make reasonable accommodations for a person's disability.

## PERSONAL INFORMATION

Date of Application \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_ SSN XXX-XX-\_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Present Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Permanent Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

State name of any relative(s) already employed by the college \_\_\_\_\_

Referred by \_\_\_\_\_

Do you have the legal right to remain and work in the U.S.?  Yes  No *Following an offer of employment, all applicants will be required to supply: A. Working Papers (as necessary) B. Proof of Citizenship or Authorization to work in the U.S.*

## EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary desired (not history) \_\_\_\_\_

Are you employed now?  Yes  No If so, may we inquire of your present employer?  Yes  No  
If no, why? \_\_\_\_\_

Have you ever applied to the University before?  Yes  No Where \_\_\_\_\_ When \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, describe circumstances \_\_\_\_\_  
*Answering yes to this question will not automatically disqualify you from consideration, except as required by state or federal law.*

## EDUCATION

Learned about position from: \_\_\_\_\_

|  | Name and Location of School | Circle Last Year Completed | Dates      | Did you graduate?            | Subjects studied and Degree(s) Received |
|--|-----------------------------|----------------------------|------------|------------------------------|---|
| High School                              |                             | 1 2 3 4                    | X          | <input type="checkbox"/> Yes |   |
|  |                             |                            |            | <input type="checkbox"/> No  |   |
| College                                  |                             | 1 2 3 4                    | From _____ | <input type="checkbox"/> Yes |   |
|  |                             |                            | To _____   | <input type="checkbox"/> No  |   |
| Graduate School                          |                             | 1 2 3 4                    | From _____ | <input type="checkbox"/> Yes |   |
|  |                             |                            | To _____   | <input type="checkbox"/> No  |   |
| Trade, Business or Correspondence School |                             | 1 2 3 4                    | From _____ | <input type="checkbox"/> Yes |   |
|  |                             |                            | To _____   | <input type="checkbox"/> No  |   |

## OFFICE SKILLS

List business or office machines that you have experience using: \_\_\_\_\_

List software packages used: \_\_\_\_\_

Have you ever supervised other employees?  Yes  No

If yes, describe \_\_\_\_\_

**FORMER EMPLOYERS**

List below last four employers, starting with the last one first.

| Date<br>Month and Year | Name and Phone Number of Employer | Location | Position | Reason for Leaving |
|------------------------|-----------------------------------|----------|----------|--------------------|
| From                   |                                   | City     |          |                    |
| To                     |                                   | State    |          |                    |
| From                   |                                   | City     |          |                    |
| To                     |                                   | State    |          |                    |
| From                   |                                   | City     |          |                    |
| To                     |                                   | State    |          |                    |
| From                   |                                   | City     |          |                    |
| To                     |                                   | State    |          |                    |

**REFERENCES**

Give below the names of four supervisors for whom you have worked

| Name | Address and Phone Number | Business | Years<br>Acquainted |
|------|--------------------------|----------|---------------------|
|      |                          |          |                     |
|      |                          |          |                     |
|      |                          |          |                     |
|      |                          |          |                     |

**APPLICANT STATEMENT**

I certify that the information provided on this application (and accompanying resume, if applicable) is true and complete to the best of my knowledge. I authorize investigation, including a criminal background check, of all statements contained herein, and the contacting of references and previous employers. I release such persons and all parties from liability for communications involving my potential employment. I understand that neither this application, nor any offer of employment from University employees constitutes an employment contract, unless a specific document to that effect is executed in writing by the University. I understand that my employment is for no specified period of time, and may be ended by either myself or the University at any time. If employed, I understand that false or misleading information provided in my application, resume or interview(s) may result in immediate discharge. I agree to abide by all rules and regulations of the University.

I understand that if an offer of employment is made, Neumann University will obtain various investigative reports and consumer investigative reports and that my employment will be contingent upon the successful clearance of all background reports. I will be required to sign a Release and Authorization form for Neumann University to conduct these background checks.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NEUMANN UNIVERSITY MISSION STATEMENT**

Neumann University, founded and sponsored by the Sisters of St. Francis of Philadelphia, is a Catholic co-educational institution of higher education in the liberal arts and Franciscan traditions. The University offers an education based on the concepts that knowledge, while valuable in itself, is to be used in the service of others, and that learning is a life-long process. Neumann University affirms and respects the uniqueness and inherent dignity of each person and believes that the individual's spiritual, emotional, intellectual, physical and social growth complement and fulfill one another. Neumann seeks to educate a diverse population of students in a scholarly, supportive and caring environment. Education at Neumann University integrates the intellectual and affective development of its students. Its programs sharpen social awareness and ethical concern. The Neumann University community reflects the spirit and values of St. Francis of Assisi by developing a sense of responsibility which fosters and respects diversity. Implicit in the University's Mission is to recognize its responsibility to offer educational programs which anticipate and respond to the changing needs of society.