



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 _____ Social Security Number _____ Phone Number _____

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 _____

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

	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		<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 Month and Year	Name, Address and Phone Number of Employer	Salary	Position	Reason for Leaving
From		Starting		
To		Ending		
From		Starting		
To		Ending		
From		Starting		
To		Ending		
From		Starting		
To		Ending		

REFERENCES

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

Name	Address and Phone Number	Business	Years 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.