MERCYHURST UNIVERSITY

Mercyhurst Employment Application

Mercyhurst University Human Resources 501 E 38th St Erie, PA 16546 – 0001

Equal Access to programs, services and employment is available to all persons

Applicant Instructions

If you need assistance completing this application, or with any phase of the employment application process, please notify the person who gave you this form and every reasonable effort will be made to accommodate you.

1. Please read and complete the entire application.

2. If more space is needed to complete a question, use the comment section or attach additional sheets if necessary.

3. Print clearly; incomplete or illegible applications will not be processed.

Applicant Notes

This application is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all applicable questions completely and accurately. Falsification of any statements or willful omission of pertinent information on this form and/or during an interview shall be sufficient cause for dismissal or refusal of employment. All qualified applicants will receive consideration without regard to sex, marital status, sexual orientation, race, color, age, religion, creed, national origin, ancestry, citizenship status, veteran status, political affiliation, physical or mental disability, or any other legally protected characteristic or because of an individual's engaging in protected activities. A criminal conviction will not necessarily bar an applicant from employment. Additional testing of job-related skills and drug and alcohol testing, as well post-offer medical testing, may be required prior to employment.

Position(s) Applied For: _____ Date: _____

Name: _____
(Last) (First) (Middle) (Maiden)

Address: _____
(Street) (City) (State) (Zip)

Home Phone: ( ) _____ Cell Phone: ( ) _____

Are you over the age of 18? Yes _____ No _____

Are you legally eligible to work in this country? Yes _____ No _____

Can you provide required proof of eligibility: Yes _____ No _____

Have you ever served in the U. S. Armed Forces? (optional) Yes _____ No _____

Entry Date: _____ Discharge Date: _____ Rank: _____

Have you previously been employed by Mercyhurst University? Yes _____ No _____

If yes, from _____ to _____ Position Held: _____

Date Available for work: _____

Type of employment desired: Full-time____ Part-time____ Temporary____

Are you available to meet the attendance requirement of the Position? Yes _____ No _____

Will you work overtime if the position requires? Yes _____ No _____

If no, please explain: _____

_____

Job Related Skills

Do you have a valid driver's license for the position(s) for which you are applying? Yes _____ No _____

Driver's Lic #: _____ State of Issue: _____ Exp Date: _____

Have you been involved in any motor vehicle accidents? Please describe: _____

_____

Have you been convicted of any moving violations? Please describe: _____

_____

Please list any other skills, licenses or certificates you think would be relevant to the position(s) for which you are applying:

_____

_____

List Languages in which you are fluent: _____

Do not complete the following three (3) questions until you have spoken to Human Resources or the area supervisor.

Have you been given a job description or had the requirements of the job explained to you? Yes _____ No _____

Do you understand these requirements? Yes _____ No _____

Can you perform the requirement of this job with or without reasonable accommodation? Yes _____ No _____

Security

List all states and counties in which you have resided for any time during the past seven (7) years

_____

_____

Have you used any names other than that given on previous page: Yes _____ No _____

(if so, list them and explain in the comments section at the end of this application)

Have you been convicted of or plead no contest or guilty to a misdemeanor, felony, or summary offense? Yes _____ No _____
If so, please describe in the boxes below:

Incident	City/State	Conviction
1.		
2.		
3.		

Education and Training

Please circle the highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

If your school records are under a different name (s) than listed on page 1, please enter the name (s) here:

_____

_____

Have you graduated from high school or received a high school equivalency diploma: Yes _____ No _____

Concentration of study: _____

List the name and location (city and state) of the last high school you attended or where you obtained your GED High School equivalency: _____

Please List Last (3) schools attended. Indicate degree or diploma earned and the year you graduated, IF APPLICABLE.

Name	City/State	Graduate/GED	Degree
High School			
College			
Technical/Trade School			
Other			

Previous Employers

Please Note: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical. Ask for a phone book or call information if necessary. FOR EMPLOYERS OUT OF THER U.S., A CURRENT FAX NUMBER IS MANDITORY.

Most Recent Employer

Are you currently working for this employer Yes ___ No ___ May we contact your current employer Yes ___ No ___

Company Name: _____ Supv Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Employed from _____ to _____ Job Title: _____

Your Duties: _____

_____

_____

Salary: _____ (per hour, week, month)

Reason for leaving: _____

_____

2nd Most Recent Employer

Are you currently working for this employer Yes ___ No ___ May we contact your current employer Yes ___ No ___

Company Name: _____ Supv Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Employed from _____ to _____ Job Title: _____

Your Duties: _____

_____

_____

Salary:_____ (per hour, week, month)

Reason for leaving: _____

_____

3rd Most Recent Employer

Are you currently working for this employer Yes ___ No ___ May we contact your current employer Yes ___ No ___

Company Name: _____ Supv Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Employed from _____ to _____ Job Title: _____

Your Duties: _____

_____

_____

Salary:_____ (per hour, week, month)

Reason for leaving: _____

_____

References

List name and telephone number of three business/work references who are *not* related to you. If not applicable, list three school or personal references who are *not* related to you.

Name	Telephone	Years Known

Comments (ask for additional pages if necessary)

_____

Additional Information

(List professional, trade, business, or civic associations and any offices held)

Organization	Office (s) Held

List special accomplishments, publications, awards, etc. You may exclude information which would reveal sex, marital status, sexual orientation, race, color, age, religion, creed, national origin, ancestry, citizenship status, veteran status, political affiliation, physical or mental disability, or any other legally protected characteristic or because of an individual's engaging in protected activities, race, religion, national origin, age, color, disability, or other protected status.

List any additional information you would like us to consider: _____

_____

I understand that any misrepresentation or material omission made by me on my application or during an interview will be sufficient cause for refusal of employment or immediate discharge from employment with the University.

I give Mercyhurst University the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability Mercyhurst University and its representatives from seeking, gathering, and using such information and all other persons, corporations or organizations for furnishing such information. I understand that consideration for employment is conditioned upon the results of the reference check.

If I am hired, I understand that I will be an "at will" employee, free to resign at any time, with or without cause, and the University reserves the same right to terminate my employment at any time, with or without cause. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of Mercyhurst University, other than an authorized officer, has the authority to make any assurances to the contrary, or make any changes in my "at will" status. I further understand that any such assurances must be in writing and signed by the President of Mercyhurst University to be valid.

As a condition of employment, all employees are required to complete an I-9, the "Employment Eligibility Verification Form". I understand that, if I am hired, I will be required to provide proof of my identity and my legal work authorization prior to beginning my duties. I understand that federal law prohibits the employment of unauthorized persons and requires satisfactory proof of employment authorization and identity.

I understand that, as a condition of employment, I may be required to submit to drug and alcohol testing and/or post offer medical testing.

I further understand that, as a condition of employment, I may be required to submit to a Pennsylvania background check (in state residents) or authorize the University to investigate for similar records from the FBI (out of state residents).

If employed, I agree to abide by all applicable rules and regulations of the University.

I understand that, in compliance with Title 34 C.F.R., Mercyhurst provides information on campus security statistics at the web address: http://my.mercyhurst.edu/Visitors/Pages/PoliceSafety.aspx and it will provide a written copy upon request.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date: _____

Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.

Mercyhurst Believes that all persons are entitled to equal opportunity in all aspects of involvement with the University. No employee or applicant for employment with the University will be subject to discrimination on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, ancestry, citizenship status, veteran status, political affiliation, physical or mental disability, marital status, or any other legally protected characteristic or because of an individual's engaging in protected activities. Inquiries concerning Title VI, IX, and Section 504 compliance should be directed to the Affirmative Action Officer, Mercyhurst University, Erie, PA 16546 (814) 824-2000.