

Lebanon Valley College

Office of Human Resources

APPLICATION FOR EMPLOYMENT

Lebanon Valley College is an equal opportunity employer. Employment decisions, including all hiring decisions, are made without regard to race, color, religion/creed, sex, national origin, ancestry, age, pregnancy, disability, genetic information, veteran status, possession of a GED Certificate in lieu of a high school diploma, or any other trait protected by applicable federal, state, or local laws. Please complete the entire application. Any falsifications or omissions may be grounds for immediate dismissal.

Please print

Last Name	First Name	Middle Initial
Address Number	Street	City State Zip Code
Telephone Number(s)		Email Address
Position Applied For		Available Start Date

Are you at least 18 years of age? Yes No

Are you legally eligible for employment in the United States? Yes No

Are you currently employed? Yes No

If no, how long have you been unemployed? _____

Are you able to perform all of the essential functions of the job that you have applied for with or without a reasonable accommodation? Yes No

Have you ever been convicted of, pled guilty to, or pled no contest/nolo contendere to any felony or misdemeanor crime? Yes No

If you answered yes above, please list all crimes which you have been convicted of, pled guilty to, or pled no contest/nolo contendere to and include the date of the offense. Please note that you will not automatically be excluded from consideration based upon a criminal record. Your suitability for the position sought will be evaluated based upon the circumstances in order to determine whether the criminal record renders you unsuitable for the job.

Have you been discharged or fired from any job that you have held within the past 10 years? Yes No

If you answered yes above, please describe the circumstances involved.

May we contact your present employer? Yes No

If you have submitted a CV / resume with this application, please skip this page and proceed to Page 3 (APPLICANT'S AUTHORIZATION AND CERTIFICATION).

EDUCATION

High school _____ Number of years completed _____
 University/college/trade school _____ Number of years completed _____
 Major/Degree _____ Other education _____

EMPLOYMENT HISTORY

Date Month & Year	Name , Address, Phone	Name of Supervisor/ Salary or Wage	Description of Job	Reason for Leaving
From				
To		\$		
From				
To		\$		
From				
To		\$		
From				
To		\$		

REFERENCES (List three professional references)

Name	Address	Phone	Professional Relationship

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APPLICANT'S AUTHORIZATION AND CERTIFICATION PLEASE READ CAREFULLY

I understand that providing false information on an application for employment is grounds for Lebanon Valley College to refuse to hire me, or to terminate my employment in the event that the misrepresentation is discovered after I have been hired.

In submitting this application for employment, I authorize the investigation of all statements contained in it, and I understand that my current and/or former employers may be contacted to provide information concerning my suitability for employment, and that the references whom I have listed above will be contacted concerning my suitability for employment. I expressly authorize Lebanon Valley College to conduct such inquiries, and I release Lebanon Valley College and any responding parties from any and all liability associated with such inquiries.

I understand that in the event that I am hired, I will be hired as an at-will employee, and my employment may be terminated at any time, without or without cause, at the option of either the company or myself.

I certify that I have read this entire employment application, including all information that I have provided on the application, and the entire statement set forth immediately above. I further certify that all of the information that I have provided on this employment application is true and correct.

SIGNATURE _____ DATE _____