



Lebanon Valley College

Human Resources

Employment Application

COMPLETE EVERY BLANK: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Complete the form in Word (you are able to type in all of the gray-shaded areas). E-mail to: jobs@lvc.edu

Personal Information

Name Choose an item. First Name MI Last Name

Address

Address 1

Address 2

City

State

Zip

Home Phone

Cell Phone

Email Address

Are you legally eligible for employment in the United States? Yes No (Documentation will be required upon employment)

Position Information

I am interested in Part-time Full-time employment. Date available to begin employment

Position you are applying for

Rate of pay expected

How did you learn about this opening?

Were you previously employed by us? Yes No If yes, when and what position?

Education Information

	Name of School	Major	Diploma Received
High School			
College			
College			
College			
Other			

Miscellaneous Information

Have you ever been convicted of any crime which has not been annulled, expunged, or sealed by a court? Yes No

If yes, please explain

(Such conviction may be relevant if job related, but does not necessarily disqualify you from employment.)

Employment Information

Please list full-time and part-time employment beginning with the most recent position. May we contact your present employer? Yes No

Position Held	Employer	Dates Employed	Pay Rate	Reason for leaving

Professional Information (if applicable)

Professional Memberships:
Certifications & Licenses Held:
Honors & Awards:
Publications:
Research/Teaching Interests:

Please list any skills you possess that are specific to the position you are applying for

References

Please list three professional references.

Name	Address	Telephone Number	Years Known

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

I hereby consent to the College's verifying all of the information I have provided on this application form. My signature on this application constitutes as written authorization for the release of prior employment records as necessary to verify information I have provided on this form.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected.

Lebanon Valley College is an Equal Opportunity Employer.

Signature (by typing your name, you are agreeing to the above statements)

Date