

Malone University

A Christian University for the Arts, Sciences, and Professions

Student Work Employment Application

Date: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone: _____ Cell Phone: _____

E-Mail Address _____

Are you legally authorized to work in the United States? _____

If yes, can you verify your identity and eligibility to work in the United States? _____

Are you over age 18? _____ If yes, can you verify your birth date? _____

Have you ever been discharged or asked to resign from a position? _____

If yes, please explain conditions or circumstances: _____

Have you ever been convicted of any crime under civilian or military law, other than minor traffic violations? _____
If yes, list the date and nature of each pertinent offense (although such conviction does not necessarily exclude applicant from employment categories):

If related to anyone in our employ, state the name and relationship: _____

What experiences, training, skills, achievements or qualifications do you have which you feel would especially qualify you to perform the functions of the position for which you are applying? For example, have you operated farm or other mechanical equipment, have public speaking experience, acted in plays, etc.? Please try to list at least five (5) skills.

List computer software with which you have experience: _____

EMPLOYMENT DESIRED:

POSITION: _____

DATE YOU
CAN START: _____

EMPLOYMENT HISTORY (INCLUDING LAST FOUR (4) EMPLOYERS, BEGINNING WITH MOST RESENT):

DATE MONTH & YEAR	NAME AND ADDRESS OF EMPLOYER AND TYPE(S) OF BUSINESS OR ORGANIZATION	POSITION(S) AND TYPE(S) OF WORK	LAST SALARY	REASON FOR LEAVING	NAME AND TITLE OF SUPERVISOR
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

IN CASE OF

EMERGENCY NOTIFY: _____
NAME RELATIONSHIP ADDRESS TELEPHONE NO.**APPLICANT'S STATEMENT OF UNDERSTANDINGS, AUTHORIZATIONS AND AGREEMENTS**

I UNDERSTAND THAT ACCEPTANCE OF MY APPLICATION FOR EMPLOYMENT DOES NOT COMMIT **MALONE UNIVERSITY ("THE UNIVERSITY")** IN ANY WAY TO HIRE ME; AND THAT NOTHING IN MY APPLICATION, OR IN ANY COMMUNICATION OR DOCUMENT, CREATES OR IMPLIES A CONTRACT OR PROMISE OF EMPLOYMENT, OR REQUIRES THAT I BE HIRED OR RETAINED BY THE UNIVERSITY IN ANY POSITION FOR ANY PERIOD OF TIME.

I AUTHORIZE THE UNIVERSITY TO INVESTIGATE ALL WRITTEN OR ORAL STATEMENTS BY ME AND TO OBTAIN SUCH INFORMATION AND REPORTS AS REASONABLY SHALL BE REQUIRED BY THE UNIVERSITY CONCERNING ME. I AUTHORIZE EACH PERSON CONTACTED IN CONNECTION WITH THIS APPLICATION TO GIVE THE UNIVERSITY ANY INFORMATION REQUESTED CONCERNING ME. FURTHERMORE, I RELEASE ALL SUCH PARTIES FROM ANY CLAIM, DAMAGE, OR LIABILITY RESULTING FROM THEIR FURNISHING SUCH INFORMATION TO THE UNIVERSITY.

I FURTHER UNDERSTAND THAT ANY EMPLOYMENT BY THE UNIVERSITY SHALL BE CONDITIONED UPON SATISFACTORY COMPLETION OF SUCH BACKGROUND RESEARCH, INVESTIGATION AND REFERENCE CHECKS, MEDICAL EXAMS, SUBSTANCE TESTS AND/OR OTHER EMPLOYMENT-RELATED PROCEDURES AS SHALL BE REQUIRED BY THE UNIVERSITY.

I CERTIFY THAT THE INFORMATION GIVEN BY ME ON THIS APPLICATION IS TRUE AND COMPLETE (AS IS THE INFORMATION WHICH I HAVE PROVIDED TO THE UNIVERSITY IN ANY DOCUMENT OR INTERVIEW), AND THAT I HAVE NOT WITHHELD ANY FACT WHICH, IF DISCLOSED, WOULD UNFAVORABLY AFFECT MY QUALIFICATIONS FOR EMPLOYMENT. I AGREE THAT ANY FALSE OR SUBSTANTIALLY MISLEADING INFORMATION FURNISHED BY ME ON OR IN CONNECTION WITH THIS APPLICATION, OR IN ANY RELATED INTERVIEW OR DOCUMENT, SHALL BE SUFFICIENT REASON FOR REJECTION OF MY APPLICATION, OR TERMINATION OF MY EMPLOYMENT, AS APPROPRIATE.

I HAVE CAREFULLY READ THE FOREGOING APPLICATION AND UNDERSTAND ITS CONTENTS.

APPLICANT'S SIGNATURE_____
DATE**EQUAL OPPORTUNITY POLICY**

MALONE UNIVERSITY HAS AN ESTABLISHED POLICY OF EQUAL ACADEMIC AND EMPLOYMENT OPPORTUNITY. THIS POLICY IS APPLIED TO ALL QUALIFIED STUDENTS, EMPLOYEES, AND APPLICANTS FOR ADMISSION OR EMPLOYMENT, IN ALL UNIVERSITY PROGRAMS AND ACTIVITIES, WITHOUT UNLAWFUL DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, DISABILITY, OR MILITARY OR VETERAN STATUS.

Updated 4/5/19