



# APPLICATION FOR EMPLOYMENT

## *Moravian College and Moravian Theological Seminary*



Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Office of Human Resources.

**PLEASE PRINT**

Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Type of Employment: Full Time  Part Time  9 Months  10 Months

Can you work overtime if asked?  Yes  No

Referral Source: \_\_\_\_\_ Date of Availability: \_\_\_\_\_

**PERSONAL**

NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street City State Zip Code

TELEPHONE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

Proof of citizenship status or visa status will be required upon employment.  Yes  No

Do you have a current Driver's License?  Yes  No Can you provide proof of car insurance?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you had a criminal conviction, other than a summary offense, within the last seven (7) years (if yes, provide date and explanation):

Have you ever submitted an application with us before:  Yes  No Have you ever worked for us before (if so, give dates):  Yes  No

Have you ever had job-related training in the United states military?  Yes  No

Are you currently on lay-off status and subject to recall?  Yes  No

**EDUCATIONAL BACKGROUND**

EDUCATION	NAME OF SCHOOL City, State	NUMBER OF YEARS COMPLETED	GRADUATION YEAR	MAJOR/ DEGREE
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
GRADUATE SCHOOL				
TRADE OR BUSINESS SCHOOL				

*Moravian College and Moravian Theological Seminary value diversity and encourage individuals from under-represented populations to apply.*

## **EMPLOYMENT HISTORY**

Start with your present or last job. Include any job-related military assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. If you need additional space, please continue on a separate sheet of paper.

<b>EMPLOYER</b>	<b>TELEPHONE</b> (    )	<b>EMPLOYED DATES</b>		<b>SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES</b>
ADDRESS		FROM	TO	
JOB TITLE		STARTING RATE:		
IMMEDIATE SUPERVISOR & TITLE		\$	PER	
REASON FOR LEAVING		FINAL RATE:		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	PER	
<b>EMPLOYER</b>	<b>TELEPHONE</b> (    )	<b>EMPLOYED DATES</b>		<b>SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES</b>
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REASON FOR LEAVING		FINAL RATE:		
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JOB TITLE		STARTING RATE:		
IMMEDIATE SUPERVISOR & TITLE		\$	PER	
REASON FOR LEAVING		FINAL RATE:		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	PER	

**SKILLS AND QUALIFICATIONS**  
**RELEVANT TO THE POSITION YOU ARE APPLYING FOR**

What office equipment can you operate? \_\_\_\_\_

Are you computer literate? \_\_\_\_\_

What software are you familiar with? \_\_\_\_\_

Describe your computer experience: \_\_\_\_\_

If job related, what languages do you speak fluently \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

Summarize any other special skills, training and/or characteristics of yourself that may qualify you as being able to perform job-related functions in the position for which you are applying:

Please provide a brief summation of your experience and its correlation to the position for which you are applying:

**REFERENCES**

List name and telephone number of three (3) business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three (3) school or personal references not related to you.

NAME	TELEPHONE	YEARS KNOWN
	(   )	
	(   )	
	(   )	

**RELEASE:**

RELEASE OF INFORMATION

I hereby authorize my former employers and individuals listed herein to release to Moravian College and Moravian Theological Seminary, and any agent acting on its behalf, my records from any and all former employers, references, and any or all educational institutions, as well as in formation as to my character and ability and verification of matters stated herein. Moreover, I hereby release Moravian College and Moravian Theological Seminary, and any agent acting on its behalf from any and all liability of whatever nature by reason of requesting such information from any person. I understand that my past employment and education will be verified and that any material misrepresentation or omission will be ground for immediate termination.

AT WILL EMPLOYMENT

I further agree that my employment and compensation can be terminated *at will*, at any time, with or without cause, either at my option or that of Moravian College and Moravian Theological Seminary. It is further understood that this at will employment relationship may not be changed by any written document or by conduct, unless an authorized executive of the organization specifically acknowledges such change in writing. No employee or representative of Moravian College and Moravian Theological Seminary, other than the President, Dean of the Faculty or Director of Human Resources, has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing provisions as stated above.

I hereby acknowledge that I have read and understand the foregoing. I certify that the information contained in this application and/or resume is true, complete, accurate, and that I have withheld nothing that would, if disclosed, affect my application/employment in an unfavorable fashion.

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Print Name Date: \_\_\_\_\_

**Applications may be sent or delivered to:**  
**Moravian College & Moravian Theological Seminary, Office of Human Resources, Colonial Hall, 3<sup>rd</sup> floor**  
**1200 Main Street, Bethlehem, PA 18018**

# Moravian College and Moravian Theological Seminary

## EMPLOYMENT INQUIRY RELEASE

In connection with your application for/continued employment with MORAVIAN COLLEGE , on our behalf, EZ-FACTS will make inquiries, including but not limited to, your consumer credit history, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination of past employments.

In compliance with the Fair Credit Reporting Act, you are entitled to be informed if an offer of employment is withheld because of information obtained from EZ-FACTS and, in that event, upon your written request, we will provide a copy of the report we receive and the FTC notice, "A Summary of Your Rights Under the Fair Credit Reporting Act".

Please complete and sign the form which follows, authorizing, without reservation, any party, including, but not limited to, employers, consumer reporting agencies, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, contacted by EZ-FACTS to furnish any or all of the above mentioned information. Your authorization releases EZ-FACTS from any and all liability for damages arising from the investigation and disclosure of the requested information. Further, it releases and discharges all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith, provide to EZ-FACTS the above mentioned information as requested, in order to successfully complete a background investigation for your application for employment. Your signature allows a photocopy or fax copy of this authorization to be as valid as the original.

PRINT FULL NAME	_____	*DATE OF BIRTH	_____
SOCIAL SECURITY #	_____	DRIVER'S LICENSE #	_____
STREET ADDRESS	_____		
CITY, STATE, ZIP	_____		
MAIDEN OR OTHER NAMES USED	_____		
APPLICANT SIGNATURE	_____		
GRADUATION DATE	HIGH SCHOOL: _____	COLLEGE:	_____

\* Date of birth is being requested only for the purposes of identification in obtaining accurate retrieval of records and it will not be used for discriminatory purposes.