

Application for Employment



MUSKINGUM UNIVERSITY
New Concord, Ohio 43762

Muskingum University is an equal opportunity employer and employees and applicants are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

(PLEASE PRINT)

Position (s) Applied For	Date of Application
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Number (s)		Social Security Number			

- If you are under 18 years of age, can you provide required proof of your eligibility to work?
 Yes
No
- Have you ever filed an application with us before?
 Yes
No

If yes, give date _____
- Have you ever been employed with us before?
 Yes
No

If yes, give date _____
- Are you currently employed?
 Yes
No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The Muskingum University Annual Security Disclosure report includes statistics for the previous three years in regards to reported crimes on campus; in certain off-campus buildings or property owned or controlled by Muskingum University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting Campus Police or by accessing the following

Web site: <http://www.ope.ed.gov/security/Index.aspx>

- May we contact your present employer? Yes No
 - Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No
Proof of eligibility to work or immigration status will be required upon employment.
 - On what date would you be available to work? _____
 - Are you available to work: Full-time Part-time Temporary
 - Are you currently on “lay-off” status and subject to recall? Yes No
 - Can you travel if a job requires it? Yes No
 - Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.
 - If Yes, please explain
-

Education

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe any course of study				
Describe any job-related specialized training, apprenticeship, skills and extra-curricular activities				
Describe any job related honors you have received				
State any additional job-related information you feel may be helpful to us in considering your application				

Employment Experience

Start with your present or last job. Include any job-related military service assignments and job related volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

1.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
Job Title	Supervisor			
Reason for Leaving				

2.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
Job Title	Supervisor			
Reason for Leaving				

3.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

REFERENCES

Give name, address and telephone number of three references who are not related to you.

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States military?

Yes

No

If Yes, please describe:

Applicant's Statement

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, Muskingum University reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Muskingum University has the authority to make any assurances to the contrary verbally, in written document or by conduct. Only the President of the University with the concurrence of the Board of Trustees has authority to vary an employee's status from "at-will."

I understand, also, that I am required to abide by all rules and regulations of Muskingum University.

I give Muskingum University the right to investigate all references, verify all information and to secure additional job-related information in order to arrive at any employment decision.

I hereby release from liability Muskingum University and its representative for seeking such information. I understand it is the applicant's responsibility to notify the Human Resources Office of all changes to this application.

Signature and Date