

# MERCYHURST COLLEGE

Attn: Human Resource Department  
501 E. 38th St., Erie, PA 16546



## APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applications requiring reasonable accommodation to the application and/or interview process should notify a representative of the Mercyhurst College Human Resource Department.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone # ( ) \_\_\_\_\_ May we contact you at work? Yes \_\_\_\_\_ No \_\_\_\_\_ Best time to call \_\_\_\_\_ AM PM

Are you legally eligible for employment in this country? Yes \_\_\_\_\_ No \_\_\_\_\_ Place of birth (City, State) \_\_\_\_\_

Date available for work \_\_\_\_\_

Type of employment desired: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_

Are you able to meet the attendance requirement of the position? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you work overtime if the position requires? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_

Have you been convicted of a crime in the last seven (7) years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

*Conviction will not necessarily be a bar to employment. Each instance & explanation will be considered in relation to the position for which you are applying, based on business/position necessity.*

\* Driver's license state and number (if driving is an essential job function) \_\_\_\_\_

### Employment History

Provide the following information for your past and current employers, assignments of volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section on following page.

Employer	Telephone ( )	Dates Employed		Summarize the type of work performed & job responsibilities
		From	To	
Address				
Job Title		Hourly rate/salary Starting		
Immediate Supervisor & Title		\$	per	
Reason for Leaving		Hourly rate/salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

Employer	Telephone ( )	Dates Employed		Summarize the type of work performed & job responsibilities
		From	To	
Address				
Job Title		Hourly rate/salary Starting		
Immediate Supervisor & Title		\$	per	
Reason for Leaving		Hourly rate/salary Final		
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

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May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		\$	per	

**Comments** including explanation of any gaps in employment \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Skills & Qualifications** - Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_  
 \_\_\_\_\_

**Social Security #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Educational Background**

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major Field of Study. F. Minor Field of study (if applicable).

A. School	B. Years Attended	C. Degree Diploma	D. GPA Class Rank	E. Major	F. Minor

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

Name	Telephone	Years Known
	( )	
	( )	
	( )	

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**Additional Information**

List professional, trade, business, or civic associations and any offices held.

Organization	Office(s) Held

**List special accomplishments, publications, awards, etc...**

*Exclude information which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.*

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**List any additional information you would like us to consider.**

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I understand that if I am employed by Mercyhurst College, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the service of the College, whenever it is discovered.

I give Mercyhurst College the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability Mercyhurst College and its representatives from seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information. I understand that consideration for employment is conditioned upon the results of the reference check.

Mercyhurst College does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for 1 year. At the conclusion of this time, if I have not heard from Mercyhurst College, and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am an "at will" employee" free to resign at any time, with or without cause, and the College reserves the same right to terminate my employment at any time, with or without cause. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that no representative of Mercyhurst College, other than an authorized officer, has the authority to make any assurances to the contrary, or make any changes in my "at will" status. I further understand that any such assurances must be in writing and signed by the President of Mercyhurst College.

As a condition of employment, all employees hired after November 6, 1986 are required to complete an I-9, the "Employment Eligibility Verification Form". I understand that if I am hired, I will be required to provide proof of identity and legal work authorization prior to beginning my duties.

I further understand that a condition of employment may require that I submit for a Pennsylvania background check (in-state residents) or authorize the College to investigate for similar records from the FBI (out-of-state residents) which are no older than 1 year, providing it relates to my suitability for the position I have applied for.

I understand that Mercyhurst College has taken reasonable steps to protect the personal information it holds from misuse and loss and from unauthorized access, modification or disclosure.

*(Continued on back of application)*

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**I have read the enclosed memorandum on the Cleary Act and am aware of my rights by law to obtain additional information.**

**Mercyhurst College is an Equal Opportunity Employer that encourages members of diverse groups to apply.**

**Mercyhurst College believes that all persons are entitled to equal opportunity in all aspects of involvement with the college. It is therefore incumbent upon the members of the community to see that no individuals or groups are discriminated against because of differences such as race, color, creed, sex, age, national origin, ancestry, marital status, disabilities and also education. Inquires concerning Title VI, IX and Section 504 compliance should be directed to the Affirmative Action Officer, Mercyhurst College, Erie PA 16546 (814) 824-2000.**

**I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.**

Signature of application \_\_\_\_\_ Date \_\_\_\_\_