

MANOR COLLEGE

APPLICATION FOR EMPLOYMENT

Manor College is an Equal Opportunity Employer. Manor College is committed to making employment decisions without regard to race, color, sex, age, handicap or disability, religion, creed, national origin, ancestry or any other prohibited characteristics.

Name: _____ Date of Application _____
First Middle Last

Present Address: _____ Telephone: (____) _____
Number & Street Address City State Zip

Are you at least 18 years of age? Yes No Are you authorized to work in the United States? Yes No
If accepted for employment, you will be required to produce photographic proof of identity and verification of your legal right to work in the United States.

Can you perform all of the essential job functions of the position(s) for which you are applying, with or without reasonable accommodation? Yes No

Have you ever been convicted of or pled guilty to (a) a crime involving dishonesty or a breach of trust; and/or (b) a crime constituting a summary offense, misdemeanor or felony, excluding minor traffic violations? Yes No

If yes, please explain: _____
A guilty plea or conviction will not necessarily disqualify you from consideration from employment.

How were you referred to Manor College?
 Employment or Temporary Agency: _____ Employee Name: _____
 Newspaper Name: _____ Other: _____

Have you ever applied to or worked for Manor College in the past? Yes No

Are you employed now? Yes No If so, may we contact your current employer? Yes No

EMPLOYMENT REQUEST *This application applies only to currently available position(s) and department(s) which you have listed below. You must submit a new application if you wish to seek employment in the future.*

Position(s) applying for: _____ Department(s): _____

Hours & days not available (if any): _____ Salary range requested: _____

When would you be available to begin work? _____

EDUCATIONAL EXPERIENCES

	Name and Location of School	Did you Graduate or Complete the Program?	Degree Awarded, Subjects Studied
High School	_____		_____
	_____		_____
	_____		_____
College	_____		_____
	_____		_____
	_____		_____
Graduate College	_____		_____
	_____		_____
	_____		_____
Other, e.g., Trade or Business School	_____		_____
	_____		_____
	_____		_____

Are there any other experiences, skills or qualifications that you feel would especially fit you for the work with our organization? _____

EXCLUDE ORGANIZATIONS AND ACTIVITIES WHERE THE NAME OF WHICH INDICATES THE RACE, COLOR, SEX, AGE, RELIGION, CREED, NATION OF ORIGIN, ANCESTRY, DISABILITY OR OTHER PROTECTED CHARACTERISTIC OF ITS MEMBERS

EMPLOYMENT EXPERIENCE

List your last four employers, starting with the most recent. Include military service and volunteer work, if applicable.

Employer	Employed:		Describe Work Performed
	From: Month/Year	To: Month/Year	
Address			
	Weekly Salary		
Position	Start:	Final:	
Supervisor			
Reason for leaving			
Employer	Employed:		Describe Work Performed
	From: Month/Year	To: Month/Year	
Address			
	Weekly Salary		
Position	Start:	Final:	
Supervisor			
Reason for leaving			
Employer	Employed:		Describe Work Performed
	From: Month/Year	To: Month/Year	
Address			
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Position	Start:	Final:	
Supervisor			
Reason for leaving			
Employer	Employed:		Describe Work Performed
	From: Month/Year	To: Month/Year	
Address			
	Weekly Salary		
Position	Start:	Final:	
Supervisor			
Reason for leaving			

CERTIFICATION OF APPLICANT: I certify that the information provided by me in connection with my application for employment with Manor College is true and complete to the best of my knowledge. I understand and agree that, if I am offered employment with Manor College, the offer of employment will be subject to my successful completion of drug screening and/or medical examination (if applicable), background check, criminal record check, and any other requirements. If the drug screening, medical examination, background check, criminal record check, or other investigation discloses any misrepresentations, falsifications or relevant omissions on my application/resume or information provided in connection with my application, or indicates, in Manor College's sole discretion, that I am not suited for employment with the Manor College, my application will be rejected or, if already employed, my employment may be terminated. I authorize Manor College and any affiliated entities and any agent(s) acting on their behalf to investigate any and all information I have provided in connection with this application. I release Manor College and any affiliated entities and their agent(s) from any and all claims, causes of action and liabilities arising out of verification of the information I have provided and its determination of my qualifications and abilities. I further release from all claims, causes of action and liabilities all persons or entities that provide information about me in connection with said investigation.

I understand that, if hired, I will be an employee "at will," and that either I or Manor College may terminate my employment, at any time and for any reason or for no reason, without prior notice.

Signature of Applicant

Date