



Office of Human Resources
 Job Hotline (215) 572-2189
 Office (215) 572-2173

450 S. Easton Road
 Glenside, PA 19038-3295

EMPLOYMENT APPLICATION

Please print all information neatly and attach resume.

PERSONAL			
<i>Last</i>	<i>First</i>	<i>Middle</i>	Today's Date
Name			
Address			Phone: Home () Work ()
City, State, Zip			Position :
Previous Arcadia University Employee? Yes No If Yes, When? _____ Department _____ Do you have any friends, relatives or acquaintances employed by Arcadia University? Yes No If so, provide name and relationship _____			Salary Desired:
Type of work you are seeking Full Time Part Time If Part Time, days/hrs available: _____ Weekend/Shift Work Yes No			Date Available:
REFERRAL SOURCE		WORK ELIGIBILITY	
Advertisement Agency Friend Relative Website Walk-In Other _____		Do you have the legal right to work in the United States? Yes No Can you verify your legal right to work in the United States by providing acceptable documents required by the Form I-9? Yes No	
EMPLOYMENT HISTORY			
Start with current or most recent employer. Please give complete information for full-time and part-time employment			
1. Employed (State Month & Year) From ____/____/____ To ____/____/____	Employer Zip	Address	City, State,
Salary Hourly Annual Start \$ _____ End \$ _____	Supervisor - Name, Title, & Phone No.		
Job Title and Duties:			
Reason for Leaving:			

2. Employed (State Month & Year) From ____/____/____ To ____/____/____	Employer Zip	Address	City, State,
Salary Hourly Annual Start \$ _____ End \$ _____	Supervisor - Name, Title, & Phone No.		
Job Title and Duties:			
Reason for Leaving:			

3. Employed (State Month & Year) From ____/____/____ To ____/____/____	Employer Zip	Address	City, State,
Salary Hourly Annual Start \$ _____ End \$ _____	Supervisor - Name, Title, & Phone No.		
Job Title and Duties:			
Reason for Leaving:			

4. Employed (State Month & Year) From ____/____/____ To ____/____/____	Employer Zip	Address	City, State,
Salary Hourly Annual Start \$ _____ End \$ _____	Supervisor - Name, Title, & Phone No.		
Job Title and Duties:			
Reason for Leaving:			

We may contact the employers you have listed above unless you indicate otherwise.	
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MILITARY SERVICE			
Dates	Branch of Service	Rank and Principal Duties	Type of Discharge

REFERENCES

List three current or former supervisors who are not related to you and have knowledge of your qualifications.

NAME	ADDRESS	OFFICE PHONE	HOME PHONE	YEARS KNOWN

EDUCATION AND TRAINING			
NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?	DEGREE OR DIPLOMA HELD
High School			
University			
Graduate			
Tech/Trade			
Other			
Licenses/Certifications:			
Relevant/Specialized Training:			

Arcadia University is an Equal Opportunity, Affirmative Action Employer

SKILLS / QUALIFICATIONS		
<i>Complete information for job related skills only</i>		
Languages: Spoken:	Read:	Written:
Computers: Type of Equipment _____		
Software: Spreadsheet _____	Word Processing _____	
Statistical _____	Database _____	
Programming Languages: _____		
Other applicable skills:		

List professional, trade, business or civic activities. We are not requesting you to list affiliations which may reveal your race, religion, age, national origin, or disabilities.

Do you have a valid driver's license?	Yes	No	Have you ever been convicted of a felony or misdemeanor?
			Yes No
Are you 18 years of age or older?	Yes	No	If yes, provide date, offense and disposition:
(If under 18 a work permit or age certificate must be issued through local school district)			_____
			Note: Convictions will be considered to the extent they are job related

PLEASE READ CAREFULLY

APPLICANT STATEMENT

I certify that the information provided on this application (and accompanying resume, if applicable) is true and correct to the best of my knowledge.

By submitting this *Employment Application* to the Office of Human Resources, I authorize investigation of all statements contained herein, and the contacting of references and previous employers. I release such persons and all parties from liability for communications involving my potential employment. I release and hold harmless Arcadia University from and against any liability which might result from making such an investigation.

I understand that neither this application nor any offer of employment from Arcadia University constitute an employment contract unless a specific document to that effect is executed in writing by both the University and the employee.

I understand that my employment is for no specified period of time, and may be ended by either myself or the University at any time.

If employed, I understand that any false or misleading information provided in my application, resume, or interview(s) may result in immediate discharge.

I agree to abide by the rules of the University.

Signature

Date

Statement of Civility

The diversity of the University community adds to the richness of campus life, and Arcadia University expects all members of the community to respect both differences and commonalities. The University acknowledges every individual's constitutional right to freedom of speech and freedom of inquiry.

Arcadia University also affirms every individual's right to an environment that is free from harassment of any kind. The University will not tolerate the subjection of another person, group or class of persons to inappropriate, abusive, threatening or demeaning actions at any time.

Arcadia University is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, gender, sexual or affectional preference, religion, ancestry, national origin, age or disability in its educational programs, activities, admissions or employment practices, as required by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Age Discrimination Act. Inquiries concerning compliance with this policy and campus accessibility should be sent to:

Affirmative Action Officer
Arcadia University
450 S. Easton Road
Glenside, PA 19038
(215) 572- 2790



APPLICANT DATA SHEET

Thank you for your interest in employment with Arcadia University. Arcadia University is an Affirmative Action Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, marital status, affectional or sexual orientation or disability.

Applicants are invited to answer the questions below. **The information obtained will be kept confidential and will be maintained separately from your application materials.** It will be used ONLY for statistical compilation and report writing. Completion of this form is **voluntary** and in no way affects the decision regarding your application for employment.

Please type or print clearly and check the appropriate boxes.

Applicant Information

Name: _____ Date: _____

Position Applied for: _____

Referral Source:

- Advertisement – name of publication _____ Arcadia Website
- Arcadia Employee _____ Other Website – name _____
- Walk-in Other source – name _____

Race/Ethnicity:

- White (not of Hispanic origin)
- Black (not of Hispanic origin)
- Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander

Gender:

- Male
- Female

Your return of this information will be greatly appreciated.

You may return it with your application for employment.

Upon receipt it will be separated from the application and kept on file with the Affirmative Action Officer.

It will NOT be shared with those involved in the hiring process.

Thank you