

# Application for Staff Employment

Thank you for considering Manchester College in your career plans! To make the best match between your skills and experience with our requirements, we need a clear and accurate understanding of your background. Please print, completing all sections of this employment application and providing full information, even if you are including a resumé. If a request for information is not applicable, write “NA” (not applicable).

Manchester College is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, gender, marital status, sexual orientation, veteran status, disability or age.

*Notice:* All applicants for employment who receive an offer of employment may be required to submit to substance abuse testing and/or criminal background checks.

## Personal Information

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Name (Last, First, MI)

Preferred Name

Date of Application

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Social Security Number

E-mail Address

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Address

City

State

ZIP

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Home Phone

Office Phone

Cell Phone

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Other names under which you have worked or attended school

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Are you legally eligible to work in the U.S.?  Yes  No

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Have you ever been convicted of a crime?  Yes  No (This information will not necessarily prohibit your employment by the College.)

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Have you ever worked for Manchester College?  Yes  No If yes, provide dates and title.

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Are any members of your family or household currently employed by Manchester College?  Yes  No If yes, please list.

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## Work Preference

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Position for which you are applying:

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Availability:

Full time  Part time  Temporary  Weekdays  Weekends  Evening/Nights

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Where did you hear about this position?

Newspaper (specify): \_\_\_\_\_

Employee referral (name): \_\_\_\_\_

www.manchester.edu

Other source (specify): \_\_\_\_\_

Agency (specify): \_\_\_\_\_

## Employment Data

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Please fill out this section completely. **Do not indicate "refer to resumé."**

List all current and former employers for the past 10 years, beginning with the most recent employer.

Include military service and self-employment.

Are you including a resumé as part of your application?  Yes  No

Are you currently employed?  Yes  No If yes, may we contact your current employer?  Yes  No

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1. Employer (present or most recent)

Phone (including area code)

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Address

City

State

ZIP

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Job Title

Full name while employed (if different)

Dates employed: mo./year to mo./year

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Job Duties

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Starting annual/hourly compensation

Ending annual/hourly compensation

Full time or part time?

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Did you voluntarily end your employment?

Yes  No

Please explain your reason for leaving:

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Immediate Supervisor

Supervisor's Phone (including area code)

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2. Employer

Phone (including area code)

Address City State ZIP

Job Title Full name while employed (if different) Dates employed: mo./year to mo./year

Job Duties

Starting annual/hourly compensation Ending annual/hourly compensation Full time or part time?

Did you voluntarily end your employment? Yes No Please explain your reason for leaving:

Immediate Supervisor Supervisor's Phone (including area code)

3. Employer

Phone (including area code)

Address City State ZIP

Job Title Full name while employed (if different) Dates employed: mo./year to mo./year

Job Duties

Starting annual/hourly compensation Ending annual/hourly compensation Full time or part time?

Did you voluntarily end your employment? Yes No Please explain your reason for leaving:

Immediate Supervisor Supervisor's Phone (including area code)

Please use a separate paper to list any additional employers you've had in the past 10 years.

References: List only those we may contact at this time. References should be persons who can speak to your work performance.

1. Name Title

Company Daytime Phone

2. Name Title

Company Daytime Phone

3. Name Title

Company Daytime Phone

## Educational Background

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High school attended	Years Completed				Diploma or degree received
	1	2	3	4	

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College or other education	Years Completed				Course or Major	Diploma or degree received
	1	2	3	4		

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College or other education	Years Completed				Course or Major	Diploma or degree received
	1	2	3	4		

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List special training, certifications and licenses:

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List your job-related knowledge and skills:

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List specific software (for example, Microsoft Word or Excel) in which you are proficient:

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List other skills that you feel would be useful in the position for which you are applying (for example, a second language):

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## Terms of Employment

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I certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand and agree that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I authorize Manchester College and/or its agents to investigate my references, work record (except current employer, if marked "no"), education, criminal record and other matters related to my suitability for employment, including, but not limited to, my job performance and attendance records. Further, I authorize my former employers to disclose to the College any and all information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release the College, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities in any way related to such investigation or disclosure.

I understand that, if hired, I will be required to provide approved documentation that verifies my right to work in the United States.

I understand that nothing contained in the application or conveyed during any interview is intended to create an employment contract between the College and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either me or the College, and that no promises or representations contrary to the foregoing are binding on the College unless made in writing and signed by the College's president and me.

I understand and agree that if employed by Manchester College, I will comply with all Manchester College policies and regulations, and if required, sign confidentiality and/or conflict of interest documents provided by the College.

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Signature of Applicant

Date