

APPLICATION FOR EMPLOYMENT

Mount St. Mary's University

An Equal Opportunity Employer

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or differently-abling condition.

PLEASE PRINT

Position(s) Applied For:

Date of Application:

Referral Source:

Date of Availability:

PERSONAL

NAME:

Last

First

Middle

ADDRESS:

Street

City

State

Zip Code

TELEPHONE:

SOCIAL SECURITY NUMBER:

EMAIL ADDRESS:

Are you legally authorized to work in the United States?

Do you have a current Driver's License?

Proof of citizenship status will be required upon employment.

Can you travel if job requires it?

Have you ever been convicted of a crime other than a minor traffic offense? (A conviction will not necessarily automatically disqualify you for employment.) Yes No

If yes, please provide details (date and location for all convictions):

Have you ever submitted an application with Mount St. Mary's University before?

Have you ever worked for Mount St. Mary's University before (if so, give dates):

EDUCATIONAL BACKGROUND

EDUCATION	NAME & LOCATION OF SCHOOL	NUMBER OF YEARS COMPLETED	GRADUATION YEAR	MAJOR/ DEGREE
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
GRADUATE SCHOOL				
TRADE OR BUSINESS SCHOOL				

Mount's St. Mary's University values diversity and encourages individuals from under-represented populations to apply.

EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related military assignments and volunteer activities. If you need additional space, please continue on a separate page.

EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOB TITLE		STARTING RATES		
IMMEDIATE SUPERVISOR & TITLE		\$	PER	
REASON FOR LEAVING		FINAL RATE		
MAY WE CONTACT FOR REFERENCE?		\$	PER	

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REASON FOR LEAVING		FINAL RATE		
MAY WE CONTACT FOR REFERENCE?		\$	PER	

**SKILLS AND QUALIFICATIONS
RELEVANT TO THE POSITION YOU ARE APPLYING FOR**

What office equipment can you operate?

Are you computer literate?

Describe your computer experience:

If job related, what languages do you speak fluently Read Write

Summarize any other special skills, training and/or characteristics of yourself that may qualify you as being able to perform job-related functions in the position for which you are applying:

Please provide a brief summarization of your experience and its correlation to the position for which you are applying:

REFERENCES

List name and telephone number of three (3) business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three (3) school or personal references not related to you.

NAME	TELEPHONE	YEARS KNOWN
1.		
2.		
3.		

RELEASE:

RELEASE OF INFORMATION

I hereby authorize my former employers and individuals listed herein to release to Mount St. Mary's University, and any agent acting on its behalf, my records from any and all former employers, references, and any or all educational institutions, as well as information as to my character and ability and verification of matters stated herein. I hereby certify that the information supplied in this application and other submitted application materials are complete and correct. I understand that any omission or misstatement herein can be grounds either for refusing to hire me or for terminating my employment if I have already been hired. Moreover, I hereby release Mount St. Mary's, and any agent acting on its behalf from any and all liability of whatever nature by reason of requesting such information from any person.

AT WILL EMPLOYMENT

I further agree that my employment and compensation can be terminated at will, at any time, with or without cause, either at my option or that of Mount St. Mary's University. It is further understood that this at will employment relationship may not be changed by any written document or by conduct, unless an authorized executive of the organization specifically acknowledges such change in writing. No employee or representative of Mount St. Mary's, other than the President, Executive Vice President or Director of Human Resources, has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing provisions as stated above.

I hereby acknowledge that I have read and understand the foregoing. I certify that the information contained in this application and/or resume is true, complete, accurate, and that I have withheld nothing that would, if disclosed, affect my application/employment in an unfavorable fashion.

Signature of Applicant/Employee

Print Name: _____

Date: _____

Completed applications may be printed and faxed to (301) 447-5864 or mailed/delivered to:

*Mount St. Mary's University
Department of Human Resources
Bradley Hall, Room 220
16300 Old Emmitsburg Road
Emmitsburg, MD 21727*