

Application for Employment

Saint Francis University
 P.O. Box 600
 Loretto, PA 15940



Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disability. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Office of Human Resources at (814) 472-3264. **All finalists for employment at SFU must undergo a criminal background check.**

PLEASE PRINT

Position Applied For _____

Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Daytime Phone Number	Evening Phone Number	Email Address	

If employed and you are under 18, can you furnish a work permit? Yes No

Have you ever been employed here before? Yes No Are you employed now? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Are you available to work Full Time Part Time Seasonal Temporary Date Available? _____

Have you been convicted of a felony within the last 7 years? Yes No If yes, please explain _____
(Conviction will not necessarily disqualify applicant from employment)

Educational Background (if job-related)

Did you graduate from high school or receive a G.E.D.? Yes No

List all post-secondary, undergraduate and graduate work: (College, University, Business or Trade School)

Name and Location	Course of Study	Degree or Certification	Honors Received

Skills and Qualifications - Summarize any training, skills, licenses, etc. that may qualify you as being able to perform job related functions in the position for which you are applying.

List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex or national origin).

Employment Experience (attach additional sheets if necessary)

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1 – Employer	Dates Employed		Work Performed
	From	To	
Address			
Hourly Rate/Salary			
Job Title	Starting	Final	
Supervisor	Phone		
Reason for Leaving			
2 – Employer	Dates Employed		Work Performed
	From	To	
Address			
Hourly Rate/Salary			
Job Title	Starting	Final	
Supervisor	Phone		
Reason for Leaving			
3 – Employer	Dates Employed		Work Performed
	From	To	
Address			
Hourly Rate/Salary			
Job Title	Starting	Final	
Supervisor	Phone		
Reason for Leaving			

References -List the names of three personal references. Exclude relatives or close friends.			
Name	Address	Telephone	Years Known

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I release from any liability all representatives of the University for their acts performed in good faith in connection with evaluating me and my credentials. I understand that this application is not intended to be a contract of employment; however, it does signify my willingness to appear for interviews in regard to my application.

Signature of Applicant _____ Date _____