

CMU
1100 South Cameron Street, Harrisburg, PA 17104
Attention: Karen Carroll

APPLICATION FOR EMPLOYMENT

CMU is an equal opportunity employer. Employment decisions, including all hiring decisions, are made without regard to race, color, religion/creed, sex, national origin, ancestry, age, pregnancy, non-job-related disability, veteran status, possession of a General Education Development Certificate as compared to a high school diploma, or any other trait protected by applicable federal, state, or local laws. We strive to hire the hardest working and most qualified individuals.

Please complete the entire application truthfully. Any falsifications or omissions may be grounds for immediate dismissal. If a given question is not applicable to you, you should answer N/A. An incomplete application will not be accepted. Please print.

Last Name	First Name	Middle Initial
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Cellular Number
Position(s) Applied For		Date You Can Start

- Are you legally eligible for employment in the United States? Yes No
- Are you at least 18 years of age? Yes No
- Have you ever filed an application with us before? Yes No
- If yes, give date _____
- Have you ever been employed with us before? Yes No
- If yes, give date _____
- Are you currently employed? Yes No
- If no, how long have you been unemployed? _____
- Are you available to work full time? Yes No
- Are you able to perform all of the essential functions of the job that you have applied for with or without a reasonable accommodation? Yes No
- Do you have current Criminal History and Child Abuse Clearances? Yes No

Have you ever been convicted of, or pled guilty to, any felony or misdemeanor crime? Yes No

If you answered yes above, please list all crimes which you have been convicted of or pled guilty to and include the date of the offense. Please note that you will not automatically be excluded from consideration based upon a criminal record. Your suitability for the position sought will be evaluated based upon the circumstances in order to determine whether the criminal record renders you unsuitable for the job.

Have you been discharged or fired from any job that you have held within the past 10 years? Yes No

If you answered yes above, please describe the circumstances involved.

Please list the skills and/or qualifications which you feel would especially qualify you for the position for which you have applied.

CURRENT EMPLOYMENT

May we contact your present employer? Yes No Current rate of pay _____ Hours worked per week _____

Employer's name _____ Immediate supervisor _____

Employer's address _____

City _____ State _____ Phone _____

Description of current position and job duties _____

Has your employer taken any disciplinary action against you within the last two years? Yes No

If yes, explain the discipline and the reasons in detail. _____

EDUCATION

Transcripts/Diploma may be required

High school _____ Dates Attended _____ Date Grad. _____

University/college/trade school _____ Dates Attended _____ Date Grad. _____

City _____ State _____

Major/Degree _____

Graduate or Professional _____ Dates Attended _____ Date Grad. _____

Major/Degree _____

Other training/education that may be valuable for the position you are applying for? _____

Are you presently enrolled in an education program? _____ Yes _____ No

If yes, explain: _____

FORMER EMPLOYERS (List below your last four employers; do not skip any employers.)

Date Month & Year	Name & Address	Hours Worked Per Week	Name of Supervisor/ Salary or Wage	Title/Description of Job	Reason for Leaving
From					
To			\$		
From					
To			\$		
From					
To			\$		
From					
To			\$		

Please list additional employers that may be relevant to the position you are applying for on the reverse side.

** Please explain any break in employment that is in excess of six months:

REFERENCES (List at least three persons not related to you, whom you have known at least one year. Two of the references should be professional.)

Name	Address/Phone	Business	Relationship	Years Acquainted

Please attach your resume' and a copy of your transcripts.

CMU use only:

Education:

Experience:

Comments:

**APPLICANT'S AUTHORIZATION AND CERTIFICATION
PLEASE READ CAREFULLY**

I understand that providing false information on an application for employment is grounds for the CMU to refuse to hire me, or to terminate my employment in the event that the misrepresentation is discovered after I have been hired.

In submitting this application for employment, I authorize the CMU to investigate all statements contained in it, and I understand that my current and/or former employers may be contacted to provide information concerning my suitability for employment, and that the references whom I have listed above will be contacted concerning my suitability for employment. I expressly authorize the CMU to conduct such inquiries and I release the CMU and any responding parties from any and all liability associated with such inquiries.

I understand that in the event that I am hired, I will be hired as an at-will employee, and my employment may be terminated at any time, with or without cause, at the option of either the CMU or myself. I understand that no representative of the CMU except the Executive Director has any authority to enter into any legally binding employment agreement.

I certify that I have read this entire employment application, including all information that I have provided on the application, and the entire statement set forth immediately above. I further certify that all of the information that I have provided on this employment application is true and correct.

Regarding my references, I am signing this authorization and waiver voluntarily, and requesting that you respond to the reference inquiry with full and complete information. Since the reference is an important part of my application for employment with CMU, I therefore waive and release the aforementioned organization from any and all claims or causes of action in law or equity. Including but not limited to defamation of character or invasion of privacy which may arise from responding to the reference check.

SIGNATURE _____ DATE _____