



APPLICATION FOR EMPLOYMENT

Please Answer All Questions. Resumes are not a substitute for a completed Application

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT. I ACKNOWLEDGE THAT IF HIRED BY THE COMPANY, EMPLOYMENT IS ON AN AT-WILL BASIS. THIS MEANS THE COMPANY IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE UNIVERSITY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE UNIVERSITY AND ME. I AGREE TO CONFORM TO UNIVERSITY POLICIES, AND I UNDERSTAND THAT THE UNIVERSITY HAS COMPLETE DISCRETION TO MODIFY POLICIES AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

Harrisburg University of Science and Technology is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

Position Applied For _____

Name _____ Telephone Number () _____

Present Address (Street, Apt. Or Unit No.) _____

City / State / Zip _____ Desired Salary _____

If under the age of 18, can you produce the necessary work certificate at the time of employment? ☐ Yes ☐ No

Type of employment desired? ☐ Full-time ☐ Part-time (Specify Hours) _____

Are you willing to work overtime? Yes ☐ No ☐ Date on which you can start _____

Have you ever applied for a position at Harrisburg University before? ☐ Yes ☐ No

If Yes, when did you apply? _____

Within the past ten (10) years, have you been convicted of a felony? (Do not include convictions that were sealed, eradicated, erased, or expunged; convictions that resulted in referral to a diversion program; or marijuana-related convictions that are more than two (2) years old.) ☐ Yes ☐ No

If Yes, please explain so that individual circumstances can be considered.

NOTE

- Criminal convictions will not automatically disqualify an applicant from a particular job. The University will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.*

Employer Name _____ Address _____ Type of Business _____

Phone () _____ Dates Employed From ____/____/____ To ____/____/____

Job Title _____ Supervisor's Name _____

May we contact? Yes ☐ No ☐

Wages Start _____ Final _____ Reason for Leaving _____

Duties _____

REFERENCES

Please list the names of additional work-related references we may call. Individuals with no prior work experience may list school or volunteer related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e., supervisor, co-worker)	TELEPHONE #

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that Harrisburg University may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law.

If employed by the University, I understand and agree that the University, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to files, desks and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I authorize the University or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization form for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the University or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the University and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by Harrisburg University of Science and Technology, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States.

I also understand the University employs only individuals who are legally eligible to work in the United States.

Applicant Signature _____ **Date** _____

EQUAL OPPORTUNITY EMPLOYMENT FORM

Completion and submission of this form is voluntary. Failure to submit this information will not jeopardize or adversely affect any consideration you may receive for initial employment or subsequent advancement.

Sex: ☐ Female ☐ Male

Race/ethnicity:

☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

☐ **Ethnicity Unknown**

☐ Veteran: ☐ Non-veteran

Please identify where you learned about an employment opportunity with Harrisburg University of Science and Technology.

☐ Newspaper ad
☐ Employee referral
☐ Recruiter
☐ Other

☐ Tech school/college placement
☐ Temporary service
☐ State employment service