



Widener University

SUPPORT STAFF APPLICATION FOR EMPLOYMENT

Widener University is an equal opportunity employer, dedicated to a policy of non-discrimination in employment practices on any basis including race, color, religion, gender, sexual orientation, national origin, ethnicity, age, disability, genetic information, marital status or status as a covered veteran or an individual with other protected status covered by federal, state or local law.

Dear Applicant: As a leading metropolitan university, we achieve our mission at Widener by creating a learning environment where curricula are connected to societal issues through civic engagement. *We lead* by providing a unique combination of liberal arts and professional education in a challenging, scholarly, and culturally diverse academic community. *We engage* our students through dynamic teaching, active scholarship, personal attention, and experiential learning. *We inspire* our students to be citizens of character who demonstrate professional and civic leadership. *We contribute* to the vitality and well-being of the communities we serve.

Thank you for your interest in employment opportunities at Widener University. Please fully complete this application providing the required information. If you require assistance in the application process please contact the Human Resources Office at (610) 499-1073.

PERSONAL INFORMATION: (Please print unless otherwise specified)

<u>Last Name:</u>	<u>First Name, Middle Initial</u>	<u>E-mail address:</u>
<u>Street Address:</u>	<u>City:</u>	<u>State & Zip:</u>
<u>Home Telephone:</u> ()	<u>Work Telephone:</u> ()	<u>Cell Telephone:</u> ()

Are you a citizen of the United States, or are you otherwise authorized to work in the United States in the position for which you have applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you eighteen years' of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please provide age:
Were you previously employed by Widener University?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide dates:
Are you related to anyone currently employed by Widener University?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide name:
Have you previously applied for employment at Widener University?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide date(s):
May we contact your current employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were you ever convicted of a crime other than a summary offense? (Convictions of a crime may not automatically bar you from employment. The nature and gravity of the offense, the time since the offense was committed and the duties of the position for which you have applied, together with other factors, deemed relevant by the University, will be considered.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide offense, disposition and date(s):

CAREER INTEREST

General area of occupational interest:	
Specific position title for which you are applying:	Date available for work:
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/summer.	If part-time please list hours/days available:

EDUCATION AND TRAINING

	<u>Name and Location of School</u>	<u>Graduation Status</u>	<u>Degree or Diploma Held</u>	<u>Major or Discipline</u>
High School or GED		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business, Trade or Technical School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please list licenses or certifications:				
Please list relevant or specialized skills:				
Experience in use of: <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Excel <input type="checkbox"/> Powerpoint <input type="checkbox"/> Access <input type="checkbox"/> Publisher <input type="checkbox"/> Pagemaker <input type="checkbox"/> Photoshop <input type="checkbox"/> Internet <input type="checkbox"/> Databases <input type="checkbox"/> Other software: _____				

EMPLOYMENT HISTORY: Please list your complete work history beginning with your most recent or current employer. Include military service or full-time volunteer commitments. You are expected to explain any gaps in your employment history. Please fully complete all sections, even if a resume is attached. Please note that Widener University reserves the right to contact current or former employers for reference information.

Employment dates From: _____ To: _____	Employer's Name	Employer's Address		
Supervisor's Name:	Telephone Number:	Final Salary	<input type="checkbox"/> FT	<input type="checkbox"/> PT
Position Title and Primary Duties:				
Reason for Leaving:				
Employment dates From: _____ To: _____	Employer's Name	Employer's Address		
Supervisor's Name:	Telephone Number:	Final Salary	<input type="checkbox"/> FT	<input type="checkbox"/> PT
Position Title and Primary Duties:				
Reason for Leaving:				
Employment dates From: _____ To: _____	Employer's Name	Employer's Address		
Supervisor's Name:	Telephone Number:	Final Salary	<input type="checkbox"/> FT	<input type="checkbox"/> PT
Position Title and Primary Duties:				
Reason for Leaving:				

REFERENCES: Please list three professional/business references

Name	Address and Phone Number	Business	Years Acquainted
1.			
2.			
3.			

NOTIFY IN CASE OF EMERGENCY

Name:		Telephone Number:	
Address line 1:			
Address line 2:			
City:		State:	Zip:

ACKNOWLEDGEMENT BY APPLICANT

- I understand that Pennsylvania is an ‘at-will’ employment state and that this application and any other University documents or statements are not intended as contracts of employment.
- I understand that I may be required, as a condition of employment, to maintain a valid driver’s license for the state in which I reside, and that annual verification of this status will be conducted by the University
- I understand that I may be required, as a condition of employment, to submit to a pre-employment physical
- I understand that I may be required, as a condition of employment, to authorize the University to conduct a criminal history verification
- I understand that I may be required, as a condition of employment, to authorize the University to procure a consumer and or investigative report for employment purposes
- I understand that I may have access to the University’s information technology systems and will be required to, as a condition of employment, sign the secrecy and confidentiality agreement
- I understand that I will be required, as a condition of employment, to complete an Employment Eligibility Verification (Form I-9) to verify my eligibility to work in the United States
- I understand that I will be required, as a condition of employment, to present my social security card or receipt from the Social Security Administration verifying that I have applied for social security card, before I begin working
- I understand that the University is on a direct deposit system for payment of all wages. I further understand that I will be required, as a condition of employment, to establish an account into which the University will deposit my paycheck
- I understand that, if employed, hours of work and other working conditions are subject to change at the University’s discretion
- I further understand that if I am employed by the university in a non-exempt position, I will be a new employee for the initial ninety workings days and during that ninety-day period my employment may be terminated without notice or severance pay

Signature: _____ Date: _____

REFERENCE RELEASE AND VERIFICATION FORM:

I, certify that the information given herein is true, complete, and to the best of my knowledge, without any omissions. I understand that any false information or omission in this application or failure to comply with any of the conditions of employment contained in this application will be grounds for refusal or termination of employment and agree that the University shall not be liable in any respect if my employment is terminated for falsity of statements or omissions or failure to comply with conditions of employment contained in this application.

I also hereby give Widener University the right to make a thorough investigation into my background, previous employment, education and references in order to ascertain my suitability for employment. I authorize companies, corporations, persons and schools to release information regarding my employment and qualifications. I release from all liability and claims any and all companies, corporations, persons and schools supplying any information whatsoever to representatives of Widener University. This includes and is not limited to parties with whom I have entered into written or oral agreement which contains a confidentiality clause. I release, indemnify, and hold harmless Widener University, its officials, officers and employees from and against any and all liability which might result from conducting such an investigation.

Applicants Signature: _____ Date: _____

Print Name: _____