

Req. # \_\_\_\_\_



**Employment Application**  
*(This document is mandatory for employment.)*

Date of application: \_\_\_\_\_

Please answer all questions. Thank you for your interest in employment at Millersville University.

Position Applying For:	For Faculty Positions (check all that apply)	For Staff Positions (check all that apply)
	<input type="checkbox"/> Tenure track faculty <input type="checkbox"/> Temporary faculty	<input type="checkbox"/> Full-time faculty <input type="checkbox"/> Part-time faculty <input type="checkbox"/> Permanent staff <input type="checkbox"/> Temporary staff <input type="checkbox"/> Full-time staff <input type="checkbox"/> Part-time staff

**Personal Data:**

Last name	First name	Middle initial	Home phone
Mailing Address	City	State	Zip
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No			Cell phone
Business phone			
Email Address:			

**General Questions:**

Are you a United States citizen? .....  Yes  No

If no, do you have the legal right to remain and work in the United States? .....  Yes  No  
 Please explain: \_\_\_\_\_

Will you require visa sponsorship for employment with the University? .....  Yes  No

CRIMINAL OFFENSE includes felonies and misdemeanor offenses. Conviction is an adjudication of guilt and includes determinations before a court, district justice or magistrate and pleas of nolo contendere (no contest) that result in a fine, sentence or probation. For this question disregard: minor traffic violations, offenses committed before your 18th birthday that were adjudicated in juvenile court under a Youth Offender Law, and any charges expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program. A "Yes" answer is not necessarily a bar to employment.

Were you ever convicted of a criminal offense? .....  Yes  No

If you answered "Yes" please provide a written explanation.

## Fair Credit Reporting Act Disclosure and Authorization

### DISCLOSURE

As an applicant for employment at Millersville University, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, the Millersville University of Pennsylvania may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for employment, (2) when making a decision whether to offer you employment, (3) when deciding whether to continue your employment (if you are hired), or (4) when making other employment-related decisions directly affecting you.

A "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information about consumers for the purpose of furnishing consumer reports to others, such as the Millersville University of Pennsylvania.

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information. This report may contain criminal information.

The Millersville University of Pennsylvania may request an investigative consumer report. You may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation as well as a written summary of your rights under the Fair Credit Reporting Act.

### AUTHORIZATION

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize the Millersville University of Pennsylvania to obtain a consumer report, a motor vehicle check, and an investigative consumer report, which may contain criminal information, about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at Millersville University of Pennsylvania. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: If applicant/volunteer is under the age of 18, a parent or guardian must sign in his/her place.**

Position Applied For: \_\_\_\_\_

**For Human Resources Use Only**

**Education, Training, Licenses:** You may provide a résumé/curriculum vitae in lieu of completing this section of the Employment Application provided your résumé/curriculum vitae contains the information listed below.

Did you complete high school or do you possess a GED? .....  Yes  No

Name and Location of High School: \_\_\_\_\_

List all academic degrees, the date and place earned and the area of study: \_\_\_\_\_

\_\_\_\_\_

If you are applying for a position that requires a driver's license, do you have a currently valid Motor Vehicle Operator's License? . . .  Yes  No

If yes, enter all class(es) of license: \_\_\_\_\_

State: \_\_\_\_\_ DMV License Number(s): \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

List all Professional/Technical License(s) that you presently hold.

Type of License/Certificate: \_\_\_\_\_ License/Certificate Number: \_\_\_\_\_

Valid from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued by State/Board: \_\_\_\_\_

**Employment Experience:** Please list your job history starting with your current or most recent position. You may provide a résumé/curriculum vitae in lieu of completing this section provided your résumé/curriculum vitae contains the information listed below, including months and years of employment. Provide and explain any gaps in employment. Use added sheets as needed.

Current Employer Name		Current Job Title	Current Supervisor
Street Address		City	State
			Zip Code
Start Date	Current Salary	Phone	
May we contact your current employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No, when? _____		Explain reason for leaving:	
Describe your duties and responsibilities:			
Employer Name		Job Title	Supervisor
Street Address		City	State
			Zip Code
Start Date: ____/____/____	Salary	Phone	
End Date: ____/____/____			
Explain reason for leaving:			
Describe your duties and responsibilities:			
Employer Name		Job Title	Supervisor
Street Address		City	State
			Zip Code
Start Date: ____/____/____	Salary	Phone	
End Date: ____/____/____			
Explain reason for leaving:			
Describe your duties and responsibilities:			

**Professional References:** List three persons not related to you who are knowledgeable of your qualifications.

Name/Relationship:	Years Known:
Address:	Phone Number:
Name/Relationship:	Years Known:
Address:	Phone Number:
Name/Relationship:	Years Known:
Address:	Phone Number:

**Certification and Signature:**

I certify that the information given by me on this application is true and complete as is the information, incorporated herein by reference, which I am providing or have previously provided to Millersville University through any means (i.e., any résumé, curriculum vitae, letter, transcripts, other documents and/or interview), and that I have not withheld any fact which, if disclosed, would unfavorably affect my qualifications for employment. I agree that any false or substantially misleading information furnished by me on or in connection with this application, or in any related interview or document, shall be sufficient reason for rejection of my application, or for the University to seek termination of my employment in accordance with appropriate requirements.

**I have carefully read and completed this application and understand its contents.**

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

The selected finalist will be required to submit to a background check including but not limited to employment verification, educational and other credential verification and a criminal background investigation.

Your signature on the Fair Credit Reporting Act Disclosure and Authorization page of the Employment Application authorizes the University to investigate all statements made on the application and any related resumes or curriculum vitae, and permits the references and past employers to respond to questions concerning information provided as it relates to your fitness for employment.

Post-offer, pre-employment physicals and psychological examinations are required for certain positions. Failure to participate in required physicals/examinations will affect employment eligibility and/or status.

Millersville University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. This includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Coordinators: Services for Students with Physical Disabilities-Dr. Sherlynn Bessick, Director of Learning Services, Lyle Hall 717-872-3178; Title VI and Title IX-Ms. Patricia Hopson-Shelton, Assistant to the President for Social Equity and Diversity, Delaware House, 717-872-3787; ADA Coordinator, Mr. Louis DeSol, Associate Vice President for Human Resources, Dilworth Building, (717) 872-3017.

**An EO/AA Institution**  
www.millersville.edu

We appreciate your cooperation in returning your completed Employment Application to the University in the enclosed pre-stamped, self-addressed envelope.