



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

PERSONAL INFORMATION			Date:	
NAME:				
LAST	FIRST	MIDDLE	SOCIAL SEC #	
ADDRESS:				
STREET	CITY	STATE	ZIP	
PHONE NO:	ARE YOU OVER 18 YEARS OR OLDER?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
EMPLOYMENT DESIRED				
POSITION	SALARY DESIRED:		PER: HOUR or YEAR	
EVER APPLIED TO THIS COLLEGE BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/>			WHEN? POSITION:	
REFERRED BY:				
EDUCATION	NAME & LOCATION OF SCHOOL	YEARS	GRADUATE?	SUBJECT STUDIED
HIGH SCHOOL				
COLLEGE				DEGREE: MAJOR:
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				
GENERAL				
COMPUTER OR OTHER SPECIAL SKILLS:				
HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY TO A CRIMINAL OFFENSE* YES <input type="checkbox"/> NO <input type="checkbox"/>				
If yes, give date and disposition _____				
* Criminal convictions are not necessarily a bar to employment; however, conviction of certain crimes is and each case will be reviewed.				
BRANCH OF MILITARY SERVICE:	FROM:	ARE YOU A MEMBER OF THE		
RANK:	TO:	NATIONAL GUARD OR RESERVE? YES <input type="checkbox"/> NO <input type="checkbox"/>		

(CONTINUED ON OTHER SIDE)

Revised May 2006

FORMER EMPLOYERS (LIST BELOW YOUR LAST THREE) EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

DATES (Month/Year)	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From:				
To:				
From:				
To:				
From:				
To:				

REFERENCES (USTTHE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR)

NAME	ADDRESS	TELEPHONE	YEARS KNOWN

IN CASE OF AN EMERGENCY NOTIFY:

NAME	ADDRESS	PHONE #

PLEASE READ CAREFULLY BEFORE SIGNING

I CERTIFY THAT ALL OF THE INFORMATION SUBMITTED BY ME ON THIS EMPLOYMENT APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT AND MAY RESULT IN MY DISMISSALL IF DISCOVERED AT A LATER DATE.

I AUTHORIZE AND AGREE TO COOPERATE IN A THOROUGH INVESTIGATION OF ALL STATEMENTS MADE HEREIN AND OTHER MATTERS RELATING TO MY BACKGROUND AND QUALIFICATIONS. I UNDERSTAND THAT ANY INVESTIGATION CONDUCTED MAY INCLUDE A REQUEST FOR EMPLOYMENT AND EDUCATIONAL HISTORY, CREDIT REPORTS, CONSUMER REPORTS, DRIVING RECORD AND CRIMINAL HISTORY. I AUTHORIZE ANY PERSON, SCHOOL, CURRENT AND FORMER EMPLOYER, REPORTING AGENCY, AND ANY OTHER ORGANIZATION OR AGENCY TO PROVIDE INFORMATION RELEVANT TO SUCH INVESTIGATION AND I HEREBY RELEASE ALL PERSONS AND CORPORATIONS REQUESTING OR SUPPLING INFORMATION PURSUANT TO SUCH INVESTIGATION FROM ALL LIABILITY OR RESPONSIBILITY TO ME FOR DOING SO.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO ALL THE COLLEGE'S RULES AND REGULATIONS. I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE COLLEGE AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I HAVE READ, UNDERSTAND, AND BY MY SIGNATURE CONCENT TO THESE STATEMENTS.

SIGNATURE _____

DATE _____

Johnson College does not discriminate with regard to race, color, creed, sex, age, disability, or ancestry in the administration of its educational and admission policies, scholarship, loan, athletic and other school administered programs, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, or any other legally protected category. For information regarding civil rights and grievance procedures, contact the President of Johnson College, 3427 North Main Avenue. Scranton, PA 18508, (570) 342-6404.