

# Malone University

A Christian University for the Arts, Sciences, and Professions

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## Student Work Employment Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you legally authorized to work in the United States? Yes No

If yes, can you verify your identity and eligibility to work in the United States? Yes No

Are you over age 18? Yes No If yes, can you verify your birth date? Yes No

Have you ever been discharged or asked to resign from a position? Yes No

If yes, please explain conditions or circumstances: \_\_\_\_\_

Have you ever been convicted of any crime under civilian or military law, other than minor traffic violations? \_\_\_\_\_  
If yes, list the date and nature of each pertinent offense (although such conviction does not necessarily exclude applicant from employment categories):

If related to anyone in our employ, state the name and relationship: \_\_\_\_\_

What experiences, training, skills, achievements or qualifications do you have which you feel would especially qualify you to perform the functions of the position for which you are applying? For example, have you operated farm or other mechanical equipment, have public speaking experience, acted in plays, etc.? Please try to list at least five (5) skills.

List computer software with which you have experience: \_\_\_\_\_

### EMPLOYMENT DESIRED:

POSITION: \_\_\_\_\_

DATE YOU  
CAN START: \_\_\_\_\_

**EMPLOYMENT HISTORY** (INCLUDING LAST FOUR (4) EMPLOYERS, BEGINNING WITH MOST RESENT):

DATE MONTH & YEAR	NAME AND ADDRESS OF EMPLOYER AND TYPE(S) OF BUSINESS OR ORGANIZATION	POSITION(S) AND TYPE(S) OF WORK	LAST SALARY	REASON FOR LEAVING	NAME AND TITLE OF SUPERVISOR
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

IN CASE OF

EMERGENCY NOTIFY:

NAME

RELATIONSHIP

ADDRESS

TELEPHONE NO.

**APPLICANT'S STATEMENT OF UNDERSTANDINGS, AUTHORIZATIONS AND AGREEMENTS**

I UNDERSTAND THAT ACCEPTANCE OF MY APPLICATION FOR EMPLOYMENT DOES NOT COMMIT **MALONE UNIVERSITY** ("THE UNIVERSITY") IN ANY WAY TO HIRE ME; AND THAT NOTHING IN MY APPLICATION, OR IN ANY COMMUNICATION OR DOCUMENT, CREATES OR IMPLIES A CONTRACT OR PROMISE OF EMPLOYMENT, OR REQUIRES THAT I BE HIRED OR RETAINED BY THE UNIVERSITY IN ANY POSITION FOR ANY PERIOD OF TIME.

I AUTHORIZE THE UNIVERSITY TO INVESTIGATE ALL WRITTEN OR ORAL STATEMENTS BY ME AND TO OBTAIN SUCH INFORMATION AND REPORTS AS REASONABLY SHALL BE REQUIRED BY THE UNIVERSITY CONCERNING ME. I AUTHORIZE EACH PERSON CONTACTED IN CONNECTION WITH THIS APPLICATION TO GIVE THE UNIVERSITY ANY INFORMATION REQUESTED CONCERNING ME. FURTHERMORE, I RELEASE ALL SUCH PARTIES FROM ANY CLAIM, DAMAGE, OR LIABILITY RESULTING FROM THEIR FURNISHING SUCH INFORMATION TO THE UNIVERSITY.

I FURTHER UNDERSTAND THAT ANY EMPLOYMENT BY THE UNIVERSITY SHALL BE CONDITIONED UPON SATISFACTORY COMPLETION OF SUCH BACKGROUND RESEARCH, INVESTIGATION AND REFERENCE CHECKS, MEDICAL EXAMS, SUBSTANCE TESTS AND/OR OTHER EMPLOYMENT-RELATED PROCEDURES AS SHALL BE REQUIRED BY THE UNIVERSITY.

I CERTIFY THAT THE INFORMATION GIVEN BY ME ON THIS APPLICATION IS TRUE AND COMPLETE (AS IS THE INFORMATION WHICH I HAVE PROVIDED TO THE UNIVERSITY IN ANY DOCUMENT 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 TERMINATION OF MY EMPLOYMENT, AS APPROPRIATE.

I HAVE CAREFULLY READ THE FOREGOING APPLICATION AND UNDERSTAND ITS CONTENTS.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**EQUAL OPPORTUNITY POLICY**

MALONE UNIVERSITY HAS AN ESTABLISHED POLICY OF EQUAL ACADEMIC AND EMPLOYMENT OPPORTUNITY. THIS POLICY IS APPLIED TO ALL QUALIFIED STUDENTS, EMPLOYEES, AND APPLICANTS FOR ADMISSION OR EMPLOYMENT, IN ALL UNIVERSITY PROGRAMS AND ACTIVITIES, WITHOUT UNLAWFUL DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, DISABILITY, OR MILITARY OR VETERAN STATUS.

Updated 7/22/21