

MORAVIAN UNIVERSITY

APPLICATION FOR EMPLOYMENT

Please Note: We do not accept unsolicited applications.

In accepting a position at Moravian University and as a condition of employment, I understand that Moravian University will complete the following background checks: PA State Criminal Check, PA Child Abuse Search and the FBI Criminal Search with Fingerprints. I further understand that additional background checks may be required based on the specific requirements of the position for which this application is being made.

If you need help filling out this Application for Employment, please notify Human Resources. Moravian University will undertake reasonable efforts to accommodate your needs promptly. Moravian University is an equal opportunity employer and does not discriminate on the basis of actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other applicable legally protected category. No questions on this application are intended to secure information to be used for any discrimination prohibited by applicable law.

| PLEASE PRINT | | | | |
|---|-------------------------------|---|-------------------|-----------------|
| Position(s) Applied For: | | Date of Application: | | |
| Type of Employment: | Full Time | Part Time | 9 Months | 10 Months |
| Can you work overtime if asked? | Yes | | No | |
| Are you willing to be "on call" and work nights and/ or emergencies? | Yes | | No | |
| Referral Source: | | Date of Availability: | | |
| PERSONAL | | | | |
| NAME: | | | | |
| | <i>Last</i> | <i>First</i> | <i>Middle</i> | |
| ADDRESS: | | | | |
| | <i>Street</i> | <i>City</i> | <i>State</i> | <i>Zip Code</i> |
| TELEPHONE: | SOCIAL SECURITY NUMBER: | | | |
| EMAIL: | | | | |
| Are you legally authorized to work in the United States?* | Yes | | No | |
| <small>*Proof of citizenship status or visa status will be required upon employment.</small> | | | | |
| Do you have a current Driver's License? | Yes | | No | |
| Can you provide proof of car insurance? | Yes | | No | |
| Can you travel if a job requires it? | Yes | | No | |
| Have you had a criminal conviction, other than a summary offense, within the last seven (7) years (if yes, provide date and explanation)? | | | | |
| Yes | | No | | |
| Have you ever submitted an application with us before? | Yes | Have you ever worked for us before (if so, give dates)? | Yes | Date |
| | No | | No | |
| Have you ever had job-related training in the United States military? | | | Yes | No |
| Are you currently on lay-off status and subject to recall? | | | Yes | No |
| Do you have reliable means of transportation to and from work? | | | Yes | No |
| EDUCATIONAL BACKGROUND | | | | |
| | NAME OF SCHOOL City, State | YEARS COMPLETE | YEAR GRADUATED | MAJOR/ DEGREE |
| HIGH SCHOOL | | | | |
| COLLEGE / UNIVERSITY / TRADE SCHOOL | | | | |
| GRADUATE SCHOOL | | | | |

SKILLS AND QUALIFICATIONS

RELEVANT TO THE POSITION YOU ARE APPLYING FOR

What office equipment can you operate? _____

Are you computer literate? Yes No

If yes, what software are you familiar with? _____

Describe your computer experience: _____

If job related, what languages do you speak fluently? _____

Read

Write

Summarize any other special skills, training, and/or characteristics of yourself that may qualify you as being able to perform job-related functions in the position for which you are applying:

Please provide a brief summation of your experience and its correlation to the position for which you are applying:

REFERENCES

List name and telephone number of three (3) business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three (3) school or personal references *not* related to you.

| NAME | TELEPHONE | YEARS KNOWN |
|------|-----------|-------------|
| 1) | | |
| 2) | | |
| 3) | | |

RELEASE:

RELEASE OF INFORMATION

I hereby authorize my former employers and individuals listed herein to release to Moravian University and Moravian Theological Seminary, and any agent acting on its behalf, my records from any and all former employers, references, and any or all educational institutions, as well as in formation as to my character and ability and verification of matters stated herein. Moreover, I hereby release Moravian University and Moravian Theological Seminary, and any agent acting on its behalf from any and all liability of whatever nature by reason of requesting such information from any person. I understand that my past employment and education will be verified and that any material misrepresentation or omission will be ground for immediate termination.

AT WILL EMPLOYMENT

I further agree that my employment and compensation can be terminated *at will*, at any time, with or without cause, either at my option or that of Moravian University and Moravian Theological Seminary. It is further understood that this at will employment relationship may not be changed by any written document or by conduct, unless an authorized executive of the organization specifically acknowledges such change in writing. No employee or representative of Moravian University and Moravian Theological Seminary, other than the President, Dean of the Faculty or Chief Human Resources Officer, has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing provisions as stated above.

I hereby acknowledge that I have read and understand the foregoing. I certify that the information contained in this application and/or resume is true, complete, accurate, and that I have withheld nothing that would, if disclosed, affect my application/employment in an unfavorable fashion.

Signature of Applicant/Employee

Full Name

Date

Applications may be sent or delivered to:
Moravian University, Office of Human Resources, Colonial Hall, 3rd
Floor 1200 Main Street, Bethlehem, PA 18018

**AFFIDAVIT OF COMPLIANCE
WITH BACKGROUND CHECK REQUIREMENTS
(FOR PROSPECTIVE EMPLOYEES)**

I, _____ as part of my application for employment with Moravian University, and as a condition of my employment with Moravian University, hereby swear and affirm that I am not disqualified from employment under 20 Pa. C.S. § 6344(C) because:

- (1) I am not the perpetrator of a founded report of child abuse committed within the last five years and I am not the perpetrator of a founded report for a school employee committed within the last five years; and
- (2) I have not been convicted of any of the following offenses under Title 18 of the Pennsylvania Code (relating to crimes and offenses), or of an offense similar in nature under the law or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:
 - (a) Chapter 25 (relating to criminal homicide)
 - (b) Section 2702 (relating to aggravated assault)
 - (c) Section 2709.1 (relating to stalking)
 - (d) Section 2901 (relating to kidnapping)
 - (e) Section 2902 (relating to unlawful restraint)
 - (f) Section 3121 (relating to rape)
 - (g) Section 3122.1 (relating to statutory sexual assault)
 - (h) Section 3123 (relating to involuntary deviate sexual intercourse)
 - (i) Section 3124.1 (relating to sexual assault)
 - (j) Section 3125 (relating to aggravated indecent assault)
 - (k) Section 3126 (relating to indecent assault)
 - (l) Section 3127 (relating to indecent exposure)
 - (m) Section 4302 (relating to incest)
 - (n) Section 4303 (relating to concealing death of child)
 - (o) Section 4304 (relating to endangering welfare of children)
 - (p) Section 4305 (relating to dealing in infant children)
 - (q) A felony offense under section 5902(b) (relating to prostitution and related offenses)
 - (r) Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
 - (s) Section 6301 (relating to corruption of minors)
 - (t) Section 6312 (relating to sexual abuse of children)
 - (u) The attempt, solicitation or conspiracy to commit any of the above offenses; and
- (3) I have not been convicted of a felony offense under the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the last five years.

I further swear and affirm that I have or will apply *(if required for the position for which I am applying or may apply for in the future)*:

- (4) to the Pennsylvania State Police to determine whether any criminal history record information relating to me is contained in the Pennsylvania State Police Central Repository; and
- (5) to the Department of Human Services for a search to determine whether I am named in the statewide database of alleged perpetrators in a pending child abuse investigation or as a perpetrator of a founded report or an indicated report; and
- (6) for a report of federal criminal history record information by submitting a full set of my fingerprints to the Pennsylvania State Police for the purpose of a record check, and I have instructed the Pennsylvania State Police or its authorized agent to submit the fingerprints to the Federal Bureau of Investigation for the purpose of verifying my identity and obtaining a current record of any criminal arrests and convictions.

I understand that if any of the above is found to be false, or if any of the information obtained from the above-referenced requests reveals that I am disqualified from employment under 20 Pa. C.S. § 6344(c), that I will be immediately dismissed from employment by Moravian University. I also understand that during the ninety (90) day conditional period until all of the information referenced above is received, I am not permitted to work alone with minors under the age of eighteen (18) and that I must work in the immediate vicinity of a non-conditional employee.

[Signature]

[Print Full Name]