



Martin Methodist College

APPLICATION OF EMPLOYMENT

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MARTIN METHODIST COLLEGE

PERSONAL INFORMATION

Full name: _____

Social Security Number: X XX – X X – ____ _ _ _ _

Current address:

(Street City State Zip code)

Phone: _____

Email Address: _____

Are you 18 years of age or older? Yes No

You must be at least 18 years of age to work for MMC unless otherwise required by law.

GENERAL

Massachusetts and Philadelphia, PA applicants: Do not answer the following question regarding criminal conviction. **Illinois, Connecticut and New York applicants:** Please review the Notification and Agreement section before answering the question regarding criminal convictions as you may not be required to disclose certain information, including sealed, expunged or erased records. **California applicants:** You are not required to disclose: (a) minor traffic violations; (b) information regarding an arrest or detention that did not result in conviction; (c) referral to, and participation in, any pre-trial or post-trial diversion program; (d) marijuana-related convictions dated more than two years ago; (e) convictions that have been judicially ordered sealed, expunged, statutorily eradicated, or dismissed. (A conviction will not necessarily disqualify an applicant. Each case will be evaluated on its own facts and circumstances).

Have you ever been convicted of a crime (other than a minor traffic violation)?

Yes No (If yes, please explain below).

Candidates who select yes are not automatically disqualified from consideration for employment.

Do you have any relatives employed by Martin Methodist College? Yes
 No

If yes, please list name(s):

Are you legally authorized to work in the United States and able to demonstrate this by providing appropriate documentation? Yes No

Will you now or in the future require sponsorship for employment visa status? Yes No

How did you find out about employment opportunities at Martin Methodist College?

Print name as it appears on your Social Security card _____

Have you ever worked for Martin Methodist College? Yes No

If yes, when were you employed, and what was your reason for leaving?

For which position are you applying? _____

What is your expected pay? _____

When will you be available to begin work? _____

Will you have a reliable means of transportation? Yes No

How many hours per week would you expect to work? _____

EDUCATION

Highest level of education completed?

Graduate Degree

Bachelor's Degree

High School Diploma

Other

Name and Location of School? _____

WORK HISTORY

How many different employers have you worked for in the past 5 years?

Have you ever been suspended, asked to resign or discharged from any employment? Yes No If yes, please explain:

Please explain any gaps between employers of 3 months or longer:

Please list any other names under which you worked so that MMC can verify your previous employment: _____

Please list below your previous employers, starting with the most recent.

Employer #1 _____

Employed from (state month and year) _____ to _____

Job Title _____

Supervisor Name _____

Compensation _____

Reason for leaving _____

Employer #2 _____

Employed from (state month and year) _____ to _____

Job Title _____

Supervisor Name _____

Compensation _____

Reason for leaving _____

Employer #3 _____

Employed from (state month and year) _____ to _____

Job Title _____

Supervisor Name _____

Compensation _____

Reason for leaving _____

Please provide 3 references (two should come from previous supervisors if possible).

Reference 1:

Name _____

Position and Organization _____

Email address _____

Phone _____

Reference 2:

Name _____

Position and Organization _____

Email address _____

Phone _____

Reference 3:

Name _____

Position and Organization _____

Email address _____

Phone _____

NOTIFICATION AND AGREEMENT

Illinois applicants: You are not obligated to disclose sealed or expunged records. **New York applicants:** You are not required to disclose prior arrests that were resolved in your favor, sealed records, or youthful offender adjudications. **Connecticut applicants:** You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes Sections 46-b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to the above mentioned statute sections are records related to (a) determinations of “delinquency” or that, as a child, you were a member of a family with service needs, (b) a ruling you are a “youthful offender”, (c) a criminal charge that has been dismissed or nulled; (d) a finding you are not guilty for a criminal charge, or (e) a conviction for which you have received an “absolute pardon”. Any person whose criminal records have been erased pursuant to Connecticut General Statutes Sections mentioned above shall be deemed to never have been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

I certify that all information provided by me is true, accurate and complete. I understand that falsification, misrepresentation or omission of fact on this application or any other accompanying or required documents will be cause for denial of employment or immediate termination of employment, regardless of how or when it is discovered.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, and I also release the employer from all liability that might result from conducting an investigation.

I understand that this application will remain active for a 90-day period. After that time, if I desire further consideration, I will complete a new application in person or by mail.

Hiring is conditional upon, among other things, a candidate and/or employee submitting proof of identity and work eligibility in accordance with the Immigration Reform and Control Act, and obtaining successful results a criminal background check.

I understand that this application is not a contract, offer, or promise of employment. I understand that unless otherwise agreed in writing signed by an officer of the Company and subject to applicable law, Martin Methodist College employees are not hired for a specific term, and Martin Methodist College or I may terminate my employment at any time with or without cause. No oral representations made by a Martin Methodist

College employee with respect to continued employment can alter this relationship.

Signature _____ Date _____

Martin Methodist College does not discriminate on the basis of race, sex (including pregnancy, childbirth and related medical conditions), religion, color, age, national origin, disability, citizenship status, sexual orientation, genetic information or any other characteristic protected by law.