



Cheyney University is an equal opportunity employer. It does not discriminate in employment on the basis of race, color, religion, national origin and ancestry, sex, age and disability.

Office of Human Resources  
1837 University Circle  
P.O. Box 200  
Cheyney, PA 19319

# Application for Employment

www.cheyney.edu

## The Mission Statement of Cheyney University

Our mission is to prepare confident, competent, reflective, visionary leaders and responsible citizens.

We uphold our tradition of academic excellence as we maintain our historical commitment to opportunity and access for students of diverse backgrounds.

Cheyney University provides a nurturing, intellectually, challenging, and socially enriching environment.

Name \_\_\_\_\_ Soc. Sec. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First M.I. (Optional)

ADDRESS \_\_\_\_\_  
Number and Street Apt No. and/or P.O. Box if applicable

CITY/STATE/ZIP CODE \_\_\_\_\_

AREA CODE/TELEPHONE \_\_\_\_\_ Day Evening E-mail Address

Are you 18 years old or older? Yes \_\_\_ No \_\_\_ Are you a licensed driver? Yes \_\_\_ No \_\_\_

Have you ever been employed at Cheyney? Yes \_\_\_ No \_\_\_ If yes, please complete the section below.

\_\_\_\_\_  
Name of Supervisor Department From/To

Are you related to a current employee of Cheyney? Yes \_\_\_ No \_\_\_ If yes, who?

\_\_\_\_\_  
Name Department

### How were you referred to Cheyney University

- Job Posting  CU Employee  State Employment Service
- Advertising  College Website  Other Website \_\_\_\_\_

Other \_\_\_\_\_

### CHECK POSITION DESIRED:

- Full-Time  Part-time  Day  Evening  Temporary  Teaching Only: Credit  Non-Credit
- Teaching Faculty \_\_\_\_\_  Counseling Faculty  Library Faculty  
Discipline (s)
- Administrative/Professional/Tech/Support Staff \_\_\_\_\_  
Position applied for
- Expected Salary \_\_\_\_\_ Date Available for Work \_\_\_\_\_

Are you authorized to work in the U.S.? Yes \_\_\_ No \_\_\_

Can you, after employment, provide verification of your legal right to work in the U.S.? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_ If yes, please explain:

### MILITARY SERVICE:

Type of discharge  Honorable  General (under what conditions) \_\_\_\_\_  Dishonorable

Branch of Service \_\_\_\_\_ Induction Date \_\_\_\_\_ Discharge Date \_\_\_\_\_

Highest Rank \_\_\_\_\_ Reserve Status \_\_\_\_\_

# EMPLOYMENT

(List most current or present employer first)

|   |  |  |
|---|--|--|
| Company Name  | May we contact this employer? yes___ no___ | Telephone<br>( )                                     |
| Address   |  | Employed - (month / year)<br><br>From _____ TO _____ |
| Name of Supervisor  |  | Annual Salary  |
| Job Title / Describe Your Work<br>(Do not state "see resume") |  | Reason for Leaving                                   |
| Company Name  | May we contact this employer? yes___ no___ | Telephone<br>( )                                     |
| Address   |  | Employed - (month / year)<br><br>From _____ TO _____ |
| Name of Supervisor  |  | Annual Salary  |
| Job Title / Describe Your Work<br>(Do not state "see resume") |  | Reason for Leaving                                   |
| Company Name  | May we contact this employer? yes___ no___ | Telephone<br>( )                                     |
| Address   |  | Employed - (month / year)<br><br>From _____ TO _____ |
| Name of Supervisor  |  | Annual Salary  |
| Job Title / Describe Your Work<br>(Do not state "see resume") |  | Reason for Leaving                                   |
| Company Name  | May we contact this employer? yes___ no___ | Telephone<br>( )                                     |
| Address   |  | Employed - (month / year)<br><br>From _____ TO _____ |
| Name of Supervisor  |  | Annual Salary  |
| Job Title / Describe Your Work<br>(Do not state "see resume") |  | Reason for Leaving                                   |

# EDUCATION

| School                   | Name and Location | Major Subject | Graduate?<br>Yes/No | Degree/Diploma<br>Received |
|--------------------------|-------------------|---------------|---------------------|----------------------------|
| High School/GED          |                   |               |                     |                            |
| College Undergraduate    |                   |               |                     |                            |
| College Graduate         |                   |               |                     |                            |
| College Doctoral Studies |                   |               |                     |                            |
| Other                    |                   |               |                     |                            |

## SPECIAL SKILLS:

- Typing (wpm) \_\_\_\_\_
  Data Entry (wpm) \_\_\_\_\_
  MS Access
  PowerCampus
  AS400:
  SQL
- Shorthand (wpm) \_\_\_\_\_
  MS Word
  MS PowerPoint
  PowerFaids
  Query
  ODBC
- Telephone Console \_\_\_\_\_
  MS Excel
  SAP
  RPG
  Cobol

Other equipment or software \_\_\_\_\_

Computer Programming: Language(s) \_\_\_\_\_

Other Skills, Machines \_\_\_\_\_

Trade or Craft \_\_\_\_\_

## Licenses/Certifications:

Please indicate type and expiration date.

- LSW \_\_\_\_\_
  Health Careers Certification \_\_\_\_\_
- LISW \_\_\_\_\_
  Educational Certification(s) \_\_\_\_\_
- Other \_\_\_\_\_

## OTHER QUALIFICATIONS/PUBLICATIONS/PROFESSIONAL AFFILIATIONS:

List other skills, qualifications or training that are pertinent to the job for which you are applying:

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## REFERENCES

Please do not list relatives

| Name | Present Address | Occupation | Phone Number | Years Known |
|------|-----------------|------------|--------------|-------------|
|      |                 |            |              |             |
|      |                 |            |              |             |
|      |                 |            |              |             |

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

### **Please read and understand this statement before signing your application:**

The information I have provided in this application for employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate discipline, up to and including termination of my employment at Cheyney University.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and references I provided, and any other parties necessary to verify the accuracy of information I disclosed in this application. Further, I authorize Cheyney University, or its agent, to conduct whatever additional investigation (e.g., educational verification, criminal check, motor vehicle record, and credit check) which may be needed to obtain or verify information regarding my application, resume, or any other materials concerning my qualifications for employment. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in six months. After that date, unless otherwise notified or the position has been filled, I understand that my status as an applicant will end. I may reapply for employment in the future by completing a new application.

**I fully understand and accept all terms and conditions in the above statement.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature