



Application for Employment

Position(s) applying for: _____

Date of application: _____ Date available to begin work: _____

Completing and submitting this form is not a commitment between you and Eastern Mennonite University for employment. Please make this as complete and accurate as possible.

PERSONAL DATA

1. Name: _____
last first middle

2. Current Address: _____
street city state zip

3. Permanent Address: _____
street city state zip

4. Social security number (optional) _____ 5. Email address _____

Home phone: (_____) _____ Work phone: (_____) _____

6. Which of the schedules are you willing to work? full-time part-time temporary

7. Have you previously been employed by Eastern Mennonite University? yes no

If yes, in what capacity? _____ Dates: from _____ to _____

8. Are you legally eligible for employment in the United States?* yes no

**Proof of identity and citizenship or immigration status will be required upon employment.*

9. Are you under the age of 18? yes no *If yes, employment is subject to verification of minimum legal age requirements.*

10. Are you presently employed? yes no *If yes, may we contact your present employer for verification?* yes no

EDUCATION

 Please list schools attended.

	School Attended	Diploma/Degree Earned	Date Earned
High School			N/A
Tech/Trade School			N/A
College/University			
Graduate/Professional			

11. If you did not receive a high school diploma, what was the last grade you completed? _____

12. List special training received, classes/courses completed and skills acquired.

13. Awards/honors received and offices held:

EMPLOYMENT RECORD

14. Start with your present or last job. If additional space is needed, attach a supplemental sheet. If information is complete on your enclosed resumé, you may skip this section.

Employer	Address	Dates Employed	Job Title	Supervisor
Work Performed		From:		
		To:		
		Hours per Week	Reason for Leaving:	

Employer	Address	Dates Employed	Job Title	Supervisor
Work Performed		From:		
		To:		
		Hours per Week	Reason for Leaving:	

Employer	Address	Dates Employed	Job Title	Supervisor
Work Performed		From:		
		To:		
		Hours per Week	Reason for Leaving:	

Employer	Address	Dates Employed	Job Title	Supervisor
Work Performed		From:		
		To:		
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Employer	Address	Dates Employed	Job Title	Supervisor
Work Performed		From:		
		To:		
		Hours per Week	Reason for Leaving:	

15. Check the following items/areas in which you have had actual experience and/or training:

- | | | | |
|---|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Teaching | <input type="checkbox"/> Typing | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Accounting | <input type="checkbox"/> Word processing | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Public relations | <input type="checkbox"/> Nursing | <input type="checkbox"/> Data entry | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Programming | <input type="checkbox"/> Office management | <input type="checkbox"/> Grounds |
| <input type="checkbox"/> Counseling | | <input type="checkbox"/> Computer operations | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Sales | | <input type="checkbox"/> Database entry | <input type="checkbox"/> Electronics |
| | | | <input type="checkbox"/> Electrical |

16. What talents could you bring to the position applied for? _____

17. State briefly why you want to work for EMU. _____

Remarks (Use this space to provide any additional information you feel will assist us in evaluating your qualifications for employment.) _____

18. Please identify the following areas of membership(s):
 Church: _____
 Civic: _____
 Professional: _____

PERSONAL REFERENCES

19. List persons who know your personality and work habits well. Do not include relatives. Suggested references are former employer, co-worker, friend, pastor.

- I waive my right of access to the information provided by the following references.
 I do not waive my right of access to the information provided by the following references.

Name	Address	Phone #	Occupation	Relationship
		H:		
		W:		
		H:		
		W:		
		H:		
		W:		

COMMUNITY LIFESTYLE COMMITMENT

Expectations and Responsibilities for Community Life for faculty, staff, and students at Eastern Mennonite University

Eastern Mennonite University is a Christian community in the Anabaptist Mennonite tradition joined together for the purpose of academic study, personal development and spiritual growth. We are committed to the Lordship of Jesus Christ and believe that the scriptures establish the basic principles that should guide our life together. These principles include the responsibility to love God with all our being, love our neighbors as ourselves, seek after righteousness, practice justice, help those in need, forgive others, seek forgiveness and exercise freedom responsibly with loving regard for others.

We acknowledge that it is impossible to create a community with expectations that are totally acceptable to every member. Nevertheless, clearly stated expectations promote orderly community life. Because of the importance of trust in and responsibility to one another, violations of these standards are regarded as a serious breach of integrity within the community.

As a member of the EMU community, I will strive to practice stewardship of mind, time, abilities and finances. I will pursue opportunities for intellectual and spiritual growth and demonstrate care for my body. I also will exercise social responsibility in my standard of living and use of economic resources. Realizing the destructive character of an unforgiving spirit and harmful discrimination based on prejudice, I will seek to demonstrate unselfish love in my actions, attitudes and relationships. I will be honest and show respect for the rights and property of others.

I recognize that some social practices are harmful to me, as well as harmful or offensive to others. Therefore, respecting the values of others and the mission of Eastern Mennonite University, I recognize my responsibility as a member of the community to refrain from sexual relationships outside of marriage, sexual harassment and abuse, pornography, acts of violence, abusive or demeaning language and the use of illegal drugs. Recognizing that EMU supports nonuse of alcohol and tobacco, I will respect and abide by the university policy that prohibits the use of alcohol and tobacco on campus or at university functions and the misuse of alcohol off campus.

I pledge myself to carry out this commitment in a spirit of openness and helpfulness through mutual accountability motivated by love.

Adopted by the Board of Trustees

March 23, 2001

Signature _____ Date _____

Return to:

Human Resources Office
Eastern Mennonite University
Harrisonburg, VA 22802-2462

Eastern Mennonite University complies with federal and state requirements for non-discrimination in employment with regard to gender, age, race, color, disability, national and ethnic origin.