

# Faculty Application for \_Faculty\_Sample1

Posting number: 2014\_0057P\_FAC

Submitted October 07, 2014 at 11:25 AM (confirmation number: CN000008816)

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## Personal Information

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### Contact Information

**First Name** HRTest

**Middle Name**

**Last Name** \_20141007

**Suffix**

List former name(s) under which education or employment records are kept (if applicable)

**Present Address1** 123 Main Street

**Present Address2**

**City** Grantham

**State** PA

**Zip Code** 17027

**Country**

**Primary Phone** 555-555-5555

**Secondary Phone**

**Email** dlerew@messiah.edu

**Permanent/Forwarding Address1**

**Permanent/Forwarding Address2**

**Permanent/Forwarding City**

**Permanent/Forwarding State**

**Permanent/Forwarding Zip Code**

**Permanent/Forwarding Country**

**Are you legally eligible for employment in the United States?** Yes

**Are you an alumnus of Messiah College?** No

**Were you referred by a Messiah College Employee?** No

**Employee Providing Referral**

**Are you capable of performing the essential functions of this position?** Yes

**Is there anything which would interfere with your attending work regularly?** No

**If yes, please explain** N/A

**Teaching Field** Statistics

**How did you first hear of this employment opportunity?** Chronicle of Higher Education

#### Criminal History

**Have you been convicted of a felony or misdemeanor?** No

**If yes, when and where did it occur?** N/A

**If yes, what was the nature and disposition of the offense?** N/A

#### Consent for Pre-Employment Reference and Background Checks

**Maiden Name**

**Last Prior Address**

**Last Prior City**

**Last Prior State**

**Last Prior Zip**

**Last Prior Country**

**Additional Information**

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#### Documents needed to Apply

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- [Curriculum Vitae](#) (PDF | 21.3 KB)
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#### Reference Request

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##### Professional References

**Name** Amanda Coffey

**Email** acoffey@messiah.edu

**Address**

**Name** Inger Blount

**Email** iblount@messiah.edu

**Address**

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#### References-Additional

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##### References

**Name of Reference** Amanda Coffey

**Phone Number** 555-555-5555

**Email Address**

**Street**

**City**

**State**

**Zip Code**

**Reference Position**                      Colleague  
**Name of Reference**                      Inger Blount  
**Phone Number**                          717-555-5555  
**Email Address**  
**Street**  
**City**  
**State**  
**Zip Code**

**Reference Position**                      Colleague  
**Name of Reference**                      Cady Grau  
**Phone Number**                          717-555-5555  
**Email Address**  
**Street**  
**City**  
**State**  
**Zip Code**

**Reference Position**                      Colleague

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## Supplemental Questions

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## Certification

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I understand that this application is not, and is not intended to be, a contract of employment.

After reading the Statements of Faith (i.e., Apostles' Creed and Confession of Faith), as appears in [Essential Commitments](#), I hereby express my essential agreement with these items and my willingness, should I become an employee of Messiah College, to adhere to the Community Covenant and other stated policies and procedures of the College.

I certify that the information I have provided on this application is complete and accurate. I understand that Messiah College reserves the right to revoke an offer of employment and that I may be discharged from employment in the event of misrepresentation in any phase of the application process.

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### CONSENT FOR PRE-EMPLOYMENT REFERENCE AND BACKGROUND CHECKS

I recognize that any offer of employment made to me by Messiah College is conditional upon reference and background checks which are acceptable to the College, and that information obtained during this process may result in my not being employed by Messiah College. I understand that Messiah College and/or its designated representatives will conduct pre-employment reference and background checks thoroughly and within the confines of all applicable state and federal laws.

I understand that Messiah College will maintain any information obtained as a result of my signing this Consent in a confidential file in the Human Resources Department.

I understand that a reference and background check is being performed as part of the process to evaluate me prior to any offer of employment, and is not conducted for any other purpose. I authorize Messiah College, or its designated representative presenting this consent or a photocopy thereof, to obtain the following records and information in connection with my application for employment with the College insofar as the records and information are relevant to the position for which I am applying:

- Criminal History and Convictions
- Motor Vehicle Operation
- Certification and Licensing
- Educational History and Credentials
- Employment Eligibility
- Prior Employment Information
- Personal or Professional References

If the position for which I am applying specifically requires a personal credit history acceptable to Messiah College, I understand that I will be

required to sign a separate Fair Credit Reporting Act Consumer Report Disclosure authorizing Messiah College to obtain the same. No personal credit history will be obtained by Messiah College without this authorization.

I authorize all persons who are the custodians of these records, or who may have information relevant to my application for employment, to provide records or disclose such information to Messiah College and/or its designated representative.

I release Messiah College, its employees, designated representatives, agents, officers and trustees, as well as all persons or entities who provide records or disclose information, from any and all claims of liability or damage due to either the procurement or the true and accurate disclosure of such records or information.

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I certify that I have read and agree with these statements and acknowledge that, by checking this box and entering my initials, I understand that this electronically serves the same purpose as affixing my original signature to this document.

I certify that I have read and agree with these statements.

Please enter your initials as your digital signature to verify your identity.