



Inbox **PeopleAdmin**

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Donald Lerew, you have 0 messages. Human Resources logout

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Job application: Training Test (Staff)

Current Status: Under Review by Hiring Manager
Application form: Staff Application

Full name: Training Test
 Address:
123 Main Street
Grantham , PA
 Username: **_Staff_DL1_Training**
 Email: **dlerew@messiah.edu**
 Phone (Primary): **717-555-5555**
 Phone (Secondary):
 Position Type: **Staff**
 Sub-Department: **Athletics (2119)**

Created by: **Training Test**
 Owner: **Hiring Manager**

Take Action On Job Application ▾

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- [Edit Application](#)
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Personal Information

Contact Information

First Name	Training
Middle Name	Q.
Last Name	Test
Suffix	Jr.
List former name(s) under which education or employment records are kept	
Date Available to Start	09/30/2013
Home Address1	123 Main Street
Home Address2	
City	Grantham
State	PA
Zip Code	17027
Country	
Primary Phone	717-555-5555
Secondary Phone	

dlerew@messiah.edu

Are you 18 years of age or older?	Yes
If you are offered employment and are under 18, can you provide a work permit?	Yes
Are you legally eligible for employment in the United States?	Yes
Are you currently employed?	No
If yes, is your current employer Messiah College?	N/A
Were you previously employed by Messiah College?	No
If yes, indicate dates of employment and department(s):	
Are you an alumnus of Messiah College?	Yes
Do you have any relatives employed by Messiah College?	No
If yes, please list names and their relationship to you.	
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	

[Help](#)

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	234 Main Street
Last Prior City	Grantham
Last Prior State	PA
Last Prior Zip	17027
Last Prior Country	
Additional Information	

Educational History

Educational Institutions

School Name	Messiah College
City	Grantham
State	PA
Country	
Dates attended	1900-1904
Did you graduate?	Yes
Type of Degree	Bachelor's
Major (if applicable)	Mathematics
Type of Courses (if applicable)	

Employment History

Employment History

Employer Name	Messiah College
Street	
City	Grantham
State	PA
Zip Code	
Country	
Phone	
Begin Date	09/01/2000
End Date	
Job Title / Position Held	VP of Everything
Current/Ending Salary	\$100,000
Direct Supervisor Name	Amanda Coffey
Direct Supervisor Title	VP of Everything + 1
Description of Duties	Had to do this and that
Reason For Leaving	Didn't like doing that
May we contact this employer?	Yes

References

References

Name of Reference	Amanda Coffey
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Phone Number	555-555-5555
Email Address	
Street	123 Main Street
City	Grantham
State	PA
Zip Code	17027
Position	VP
Relationship	Colleague

Name of Reference	Sharon Robinson
Phone Number	555-555-5555
Email Address	
Street	123 Main Street
City	Grantham
State	PA
Zip Code	17027
Position	Asst to VP
Relationship	Colleague

Name of Reference	Victoria Johnson
Phone Number	555-555-5555
Email Address	
Street	123 Main Street
City	Grantham
State	PA
Zip Code	17027
Position	Admin Asst
Relationship	Colleague

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?
 1. CCCU Website
 2. Chronicle of Higher Education
 3. Chronicle of Philanthropy
 4. Dillsburg Banner
 5. Diverse --Issues in Higher Ed

6. HBCU Connect
7. Hispanic Outlook in Higher Ed
8. HigherEdJobs.com
9. Intercom
10. Messiah HR Website
11. Messiah JobLine
12. Patriot (Sunday)
13. Reference - Dept Chair
14. Reference - Employee
15. Reference
16. Reference - Personal
17. Reference - Professional
18. Walk-In
19. Women in Higher Ed
20. Other Newspaper
21. Other
22. No Answer

Certification

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

I understand that an offer of employment may be conditional upon my passing a medical examination and I am willing to have such an examination.

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.

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.

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.

djl

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

Submitted on September 25, 2013 at 04:59 pm by Training Test

Required Documents

Document Type	Name	Conversion Status
<input checked="" type="checkbox"/> Cover Letter/Letter of Interest	Cover Letter/Letter of Interest 09-25-13 15:55:44 (5.94 KB)	PDF complete
<input checked="" type="checkbox"/> Personal Statement - Faith	Personal Statement - Faith 09-25-13 15:56:09 (21.3 KB)	PDF complete

Optional Documents

Document Type	Name	Conversion Status
Resume	-	-

Recommendation Documents

No recommendations submitted.

PDF Documents

Document Type	
Application	Recreate PDF
Application and attached documents	Recreate PDF