



Office of Human Resources
T: 516.323.3000
F: 516.323.3067

Employment Application

General Instructions: Please complete all sections of this application. If you need assistance with this form, or with any phase of the employment process, every reasonable effort will be made to accommodate your needs upon request.

Non-Discrimination and Harassment:

Molloy College holds high expectations of each member of the Molloy Community. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 as amended and Sections 504 of the Rehabilitation Act of 1973, Molloy College does not discriminate on the basis of race, sex, color, national or ethnic origin, religion, age, marital status, disability, military service, or sexual orientation in its administration of education policies, programs or activities; its admission's policies; or employment.

| Applicant Information | | | | |
|---|---|--|---|----------|
| Last Name | First Name, Middle Initial | | Social Security Number | |
| Street Address | | City | State | Zip Code |
| Home Telephone Number | Cellular Telephone Number | | E-mail Address | |
| Are you 18 years of age or older? If no, you are required to provide work authorization papers. <input type="checkbox"/> Yes <input type="checkbox"/> No | If hired, can you prove that you are authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | Will you now or in the future require sponsorship for employment visa status (e.g., H1-B visa status)? <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever served in the United States Armed Forces? If yes, please provide type of discharge. <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Have you ever been convicted of a crime other than a minor traffic violation? NYC applicants should not answer. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. | | | Have you ever used another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name: _____ | |

| Position Information | | | |
|---|----------|--|---------------------------------------|
| Date of Application | Position | Salary Requirement | |
| Type of Employment Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Per Diem | | Are You Able to Work Overtime, If Required? <input type="checkbox"/> Yes <input type="checkbox"/> No | When are you available to start work? |
| Do you have any relatives who currently work at Molloy College? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the name(s) of the employee(s): | | How did you learn about this position? <input type="checkbox"/> Employment Advertisement in: _____ <input type="checkbox"/> Molloy College Website <input type="checkbox"/> Current/Former Employee: _____ <input type="checkbox"/> Other: _____ | |
| Are you currently or have you ever been previously employed by Molloy College? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list position and dates. | | Are you currently or have you ever been a student at Molloy College? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list dates. | |

| Educational Information | | | | |
|--|-------------|----------------|---------------|-----------------|
| Graduate School | City, State | Dates Attended | Degree Earned | Course of Study |
| College | City, State | Dates Attended | Degree Earned | Course of Study |
| College | City, State | Dates Attended | Degree Earned | Course of Study |
| High School/Graduate Equivalency Diploma | City, State | Dates Attended | Degree Earned | Course of Study |

Please complete reverse side

Employment History

Start with your present or most recent employment. Include any job-related military service assignments and volunteer activities. Include any previous employment at Molloy College.

| Name of Current/Most Recent Employer | Address | Phone |
|--|--|-------|
| Date Started: | Supervisor Name and Title: | |
| Date Left: | Reason for Leaving: | |
| Position Title: | Describe Duties: | |
| Is this your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain: | |
| Name of Employer | Address | Phone |
| Date Started: | Supervisor Name and Title: | |
| Date Left: | Reason for Leaving: | |
| Position Title: | Describe Duties: | |
| Is this your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain: | |
| Name of Employer | Address | Phone |
| Date Started: | Supervisor Name and Title: | |
| Date Left: | Reason for Leaving: | |
| Position Title: | Describe Duties: | |
| Is this your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain: | |

References

Please list three individuals who are not related to you and who have knowledge of your qualifications and fitness for the position for which you are applying. Include your immediate supervisor at your present and prior places of employment.

| Name | Address | Telephone |
|------|---------|-----------|
| 1. | | |
| 2. | | |
| 3. | | |

Skills/Other Qualifications

Please summarize special job-related skills acquired from employment or other experience.

Applicant Statement: Please read the following statement, sign and date the form.

I hereby certify to the best of my knowledge and belief all statements made on this application are complete and correct. I understand that falsification of any data requested on this application will be cause for automatic dismissal if employed.

I understand that the filing of this application with Molloy College is a preliminary step to employment. It does not obligate Molloy College to offer employment, or the applicant to accept employment. Employment at Molloy College is contingent upon a successful reference and background investigation. I understand that current and former employers may be contacted for verification of any and all information stated in this application and or during any phase of the selection process. Candidates will be required to sign an **Authorization to Release Information Form** authorizing the College to conduct a thorough background investigation.

Applicant Signature: _____ Date: _____