

## **Employment Application**

**We appreciate your interest in Lehigh University. To be considered as an applicant for an open position at Lehigh, candidates must submit a completed application for employment. While you may attach a resume, we request that you complete the application in its entirety so that we can fully evaluate your qualifications. Lehigh University is an equal opportunity and affirmative action employer. Lehigh University does not discriminate on the basis of age, color, disability, gender, gender identity, genetic information, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.**

### **Directions for Completing Application**

**Please answer each question clearly and completely. Type or print in ink. If you need more space, attach additional pages. While you may attach a resume to supplement this application, incomplete or unsigned applications will not be considered.**

**If you require assistance in the application process, please contact Human Resources at Lehigh University, 428 Brodhead Avenue, Bethlehem, PA, 18015 or call 610-758-3900. With appropriate notice, reasonable accommodations will be made in the employment process for individuals with disabilities.**

**To obtain information on other job opportunities:**

**World Wide Web at <http://www.lehigh.edu/jobs>**

<b>Personal Information</b> <i>(please print)</i>							
Social Security Number		Last name		First name		MI	
Current mailing address				City		State	Zip Code
Home phone number		Alternate number			Email address		
Are you legally eligible for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No							
<i>Please note, only United States citizens or individuals who have a legal right to work in the U.S. are eligible for employment. Verification of citizenship or legal right to work in U.S. must be submitted after an offer of employment has been made.</i>							
<b>Job Interests</b>							
Position(s) applying for:				Date you can start		Minimum salary required	
How did you learn about the opening?							
<b>Education</b>							
School Type	Name/City & State of School	Dates Attended		Course of Study	Did you graduate	# Yrs. Comp.	Type of degree/diploma
		From	To				
High School		N/A	N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/Technical					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vocational School					<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University					<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>General Information</b>							
Have you applied previously to Lehigh University?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Have you ever been employed at Lehigh University? <i>(If yes, indicate last position, department, and dates of employment.)</i>				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Have you ever pleaded "no contest" to, been convicted of, or found guilty of any criminal offense other than minor traffic violations? If yes, explain. <i>(A conviction will not necessarily disqualify you from the job for which you have applied.)</i>				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, also list the offense and final disposition.							
Are you able to perform the essential duties of the job(s) for which you are applying with or without reasonable accommodations?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<i>(You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. However, if you want us to consider special arrangements that you may require, you may identify your physical or mental impairment in the space below and suggest the kind of accommodation that you believe would be appropriate.)</i>							
Do you have a current legal Pennsylvania driver's license?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, indicate class: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C				Endorsements			
Are you at least 18 years of age? <i>(If not, a work permit must be provided if you are offered employment.)</i>				<input type="checkbox"/> Yes		<input type="checkbox"/> No	

<b>Skills</b>	
<b>General</b>	
<input type="checkbox"/> G001 – Receptionist Skills <input type="checkbox"/> GA02 – Customer Service <input type="checkbox"/> GA03 – Filing – Alpha <input type="checkbox"/> GA04 – Filing – Numeric <input type="checkbox"/> GA05 – Communication Skills – On Phone	<input type="checkbox"/> GA06 – Communication Skills – In Person <input type="checkbox"/> GA07 – Confidential Information <input type="checkbox"/> GA08 – Travel Arrangements <input type="checkbox"/> GA10 – Coordinating Events
<b>Secretarial/Clerical Writing</b>	
<input type="checkbox"/> S001 – Typing WPM _____ <input type="checkbox"/> S005 – General <input type="checkbox"/> S006 – Scientific <input type="checkbox"/> S007 – Grants and Proposals <input type="checkbox"/> S008 – Manuscripts <input type="checkbox"/> S009 – Journals	<input type="checkbox"/> S015 – General Writing <input type="checkbox"/> S016 – Business Writing <input type="checkbox"/> S017 – Technical Writing <input type="checkbox"/> S018 – Proofreading
<b>Computer: Please insert the code that best describes your skill level</b>	<b>A= None B= Basic C= Intermediate D=Solid E= Excellent</b>
___ C001 – Word ___ C005 – Excel ___ C009 – Access ___ C013 – Power Point ___ C014 – Computer Graphics ___ C015 – Desk Top Publishing ___ C024 – Filmmaker Pro  *Computerized testing will be administered if offered an interview	___ C025 – Adobe Photoshop ___ C026 – Crystal Reports
<b>Fiscal</b>	
<input type="checkbox"/> F001 – Cashier <input type="checkbox"/> F002 – Petty Cash <input type="checkbox"/> F004 – Data Entry <input type="checkbox"/> F008 – Tracking <input type="checkbox"/> F009 – Reconciliations <input type="checkbox"/> F010 – Accounts Payable <input type="checkbox"/> F011 – Invoicing/Accounts Receivable <input type="checkbox"/> F012 – Recordkeeping <input type="checkbox"/> F013 – Time Sheets	<input type="checkbox"/> F014 – Payroll <input type="checkbox"/> F015 – Auditing <input type="checkbox"/> F016 – Travel Reimbursement <input type="checkbox"/> F017 – Teller (Bursar) <input type="checkbox"/> F018 – Grant Processing <input type="checkbox"/> F019 – Gift Processing <input type="checkbox"/> F020 – Purchase Orders <input type="checkbox"/> F021 – Financial Aid <input type="checkbox"/> F022 – Full charge
<b>Trade, Craft, Farm and Service</b>	<b>Fluency in Foreign Language</b>
<input type="checkbox"/> T001 – Carpentry <input type="checkbox"/> T002 – Electricity Repair <input type="checkbox"/> T003 – Heating/Repair/Maintenance <input type="checkbox"/> T004 – Boiler Operator <input type="checkbox"/> T005 – Pump Repair (Vacuum, Air, Oil) <input type="checkbox"/> T006 – Mechanics <input type="checkbox"/> T007 – Commercial Driver’s License <input type="checkbox"/> T008 – CDL with Passenger Endorsement <input type="checkbox"/> T009 – CDL with Air Brakes <input type="checkbox"/> T010 – Able to read from Blue Prints	<input type="checkbox"/> L001 – Spanish <input type="checkbox"/> L002 – French <input type="checkbox"/> L003 – Japanese <input type="checkbox"/> L004 – Chinese <input type="checkbox"/> L005 – Hebrew <input type="checkbox"/> L006 – Portuguese <input type="checkbox"/> L007 – Sign Language <input type="checkbox"/> L008 – German <input type="checkbox"/> L009 – Italian <input type="checkbox"/> L010 – Korean

<b>Scientific/Technical</b>  <input type="checkbox"/> SS01 – Electron Microscope <input type="checkbox"/> SS02 – Microbiology <input type="checkbox"/> SS03 – Chromatography <input type="checkbox"/> SS04 – Computer Technician <input type="checkbox"/> SS05 – Laboratory Technician <input type="checkbox"/> SS06 – AutoCAD	<b>Library Skills</b>  <input type="checkbox"/> LI01 – Acquisitions <input type="checkbox"/> LI02 – Archives <input type="checkbox"/> LI03 – Searches/Bibliographies <input type="checkbox"/> LI04 – Manuscript Restoration <input type="checkbox"/> LI05 – Microfiche <input type="checkbox"/> LI06 – Interlibrary Loans <input type="checkbox"/> LI07 – Circulation Procedures <input type="checkbox"/> LI08 – Cataloguing <input type="checkbox"/> LI09 – Reference Desk
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<b>Banner</b>  <input type="checkbox"/> C101 – Banner-Student <input type="checkbox"/> C102 – Banner-Human Resources <input type="checkbox"/> C103 – Banner-Development <input type="checkbox"/> C104 – Banner-Finance <input type="checkbox"/> C105 – Banner-Bursar <input type="checkbox"/> C106 – Banner-Financial Aid <input type="checkbox"/> C107 – Banner-Admissions	<b>Supervisory Experience</b>  <input type="checkbox"/> SU01 – No supervisory Experience <input type="checkbox"/> SU02 – Assigning and Reviewing <input type="checkbox"/> SU03 – Hiring or Recommending Hiring <input type="checkbox"/> SU04 – Handling Disciplinary Problems <input type="checkbox"/> SU05 – Rating Work Performance
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**Preferences**

<b>Hours</b>  <input type="checkbox"/> H001 – Full-time <input type="checkbox"/> H002 – Part-time <input type="checkbox"/> H003 – Academic Year (9, 10, 11 month) <input type="checkbox"/> H004 – Temporary	<b>Schedules</b>  <input type="checkbox"/> SC01 – Evening <input type="checkbox"/> SC02 – Weekend Hours <input type="checkbox"/> SC03 – Shift Work <input type="checkbox"/> SC04 – On Call <input type="checkbox"/> SC05 – Rotating Schedule <input type="checkbox"/> SC06 – Non-Traditional Hours <input type="checkbox"/> SC07 – Travel
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**Training**

List special qualifications or skills with machines and equipment:

Indicate any other experience or skills gained through professional organizations or volunteer work you think would be applicable. Exclude those which may disclose your race, color, religion, or national origin.

**References – List three professional references who are not related to you and who have knowledge of your qualifications.**

Name/Relationship Com	pany Name/Address	Company Phone Number

**Employment History** – Please list all employment activity, in a concise but complete manner, starting with your current or most recent employer. Account for all periods of time, including unemployment and military service. Also be sure to include relevant volunteer and/or part-time experience. If needed, please make or request copies of this sheet so that your work history is listed.

Employer Name	Telephone Number
Street Address/City/State/Zip	Dates employed (month/year) From:                      To:
Supervisor's Name and Title	Contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
State Job Title and describe work	Weekly pay: Start:                      End:
	Reason for leaving

Employer Name	Telephone Number
Street Address/City/State/Zip	Dates employed (month/year) From:                      To:
Supervisor's Name and Title	Contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
State Job Title and describe work	Weekly pay: Start:                      End:
	Reason for leaving

Employer Name	Telephone Number
Street Address/City/State/Zip	Dates employed (month/year) From:                      To:
Supervisor's Name and Title	Contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
State Job Title and describe work	Weekly pay: Start:                      End:
	Reason for leaving



# LEHIGH UNIVERSITY

## HUMAN RESOURCES OFFICE

### Disclosure, Authorization and Consent for Pre-Employment Screening Report

I, \_\_\_\_\_, in connection with my application for employment at Lehigh University, hereby authorize the Employer and any agent it authorizes to perform a pre-employment background screening check (including future screenings for retention, promotion, or re-assignment, if applicable, unless revoked in writing). I understand that the employer may obtain a credit report, which consists of information having a bearing on job performance, and may include information from public and private sources, public records, courts, schools, former employers, and references concerning my driving record, court records, credit, education, credentials, identity, and previous employment.

If my credit report is obtained by the employer, I do  I do not  wish a copy free of charge. Under the **Fair Credit Reporting Act**, should an employer rely upon a consumer report from a Consumer Reporting Agency in taking an adverse action regarding employment, before taking that action I will be provided with a copy of the Consumer Report and a summary of rights. Upon written request to any Consumer Reporting Agency, I may obtain a copy of my report as provided by law.

I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state, and federal agencies and courts, to provide all information that is released to the employer or its authorized agents. I further release and hold harmless all of the above, including the employer, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting of information concerning me. I agree that a copy or fax of this document shall be as valid as the original.

I certify that the information on my application and accompanying documents is true and correct. I understand that any misrepresentation or omission of facts may be considered as cause for rejection of my application or termination of employment at any given time. I understand that nothing contained in this employment application and accompanying forms, or in the granting of an interview, is intended to create an employment contract between Lehigh University and me for either employment or for the provision of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand I have the right to terminate my employment at any time and that Lehigh University retains a similar right to terminate the employment relationship at any time with or without cause.

I authorize Lehigh University to verify all information contained in this application and any supplement hereto. I hereby release Lehigh University, employers, schools, or persons from all liability as the result of inquiries based on information contained in my application or connected with the hiring process.

Your signature \_\_\_\_\_

Date \_\_\_\_\_