

LEHIGH UNIVERSITY

HUMAN RESOURCES OFFICE

Internal Employment Application

Please answer each question clearly and completely. Type or print in ink. If you need more space, attach additional pages. While you should 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, 428 Brodhead Avenue, Bethlehem, PA, 18015-1687, 610-758-3900, inemploy@lehigh.edu. With appropriate notice, reasonable accommodations will be made in the employment process for individuals with disabilities. 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.

Personal Information (please print)							
Current department and position title	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>							
Job Specifics & Skills							
Position (s) applying for:							
How did you learn about the opening?							
How long have you been in your current position?:							
Education							
School Type	Name/City & State of School	Dates Attended		Course of Study	Did you graduate	# Yrs. Comp.	Type of degree/diploma
		From	To				
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		

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, worker's compensation record, 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 _____