

EMPLOYMENT HISTORY

List in sequence all employers, beginning with present/most recent employer, including military experience and apprenticeship. Explain any gaps in employment in comments section below. If additional space is needed, please attach sheet(s).

EMPLOYER	TELEPHONE () -	DATES EMPLOYED				Summarize the nature of the work performed and job responsibilities
		FROM		TO		
ADDRESS		Month	Year	Month	Year	
JOB TITLE	Hourly Rate/Salary					
IMMEDIATE SUPERVISOR AND TITLE	\$	Per				
REASON FOR LEAVING		Full-time	Part-time			

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REASON FOR LEAVING		Full-time	Part-time			

COMMENTS (including explanation of any gaps in employment)

Have you ever been fired from a job? Yes No If yes, explain. _____

EDUCATION AND TRAINING

Name and Address of School		Course of Study	Years Completed (Please Mark Highest Where Appropriate)	Did You Graduate?	List Degree, Diploma, Certificate or Credits
High School or GED			9 10 11 12		
College or University			1 2 3 4		
Graduate School					
Technical School					
Other (Describe specialized training, etc.)					

List current professional and trade certificates and licenses held, special skills and accomplishments, and publications and awards received.

Answer the following question only if this is a requirement of the job for which you are applying.

Do you possess a valid driver's license? Yes No

List any additional information you would like us to consider. Please include volunteer activities or other experience(s) that may be relevant to the job for which you are applying.

AUTHORIZATION AND RELEASE

Instructions: Read this Authorization and Release carefully before signing. If you have any questions regarding this Authorization and Release, please contact the Human Resources Office.

I understand that Penn College may make inquiries regarding any present or former employment I have had, my education, and my qualifications for the position for which I have applied to assess my qualifications for employment and/or verify the information in this application. I understand that, in doing so, Penn College may contact my present and any former employers, including persons now or formerly employed by my present and any former employer, school officials, persons named as references by me, and other persons Penn College deems appropriate. Penn College may make these inquiries in writing, by telephone or by such other means as it deems appropriate.

I understand that Penn College does not unlawfully discriminate in employment and that no question will be used for the purpose of limiting or excusing me from consideration for employment on a basis prohibited by applicable local, state or federal law.

PRESENT AND FORMER EMPLOYERS

Except as may be set forth below, I authorize Penn College, and its employees and agents, to communicate with and make inquiries of my present and former employers, including persons now or formerly employed by my present and former employers, about my current or prior employment which Penn College deems appropriate. I understand that these inquiries may relate to my job performance, the position or positions which I hold or have held, the dates of my employment, the reasons for the termination of my employment and other job-related inquiries.

Except as may be set forth below, I authorize and request my present employer and any former employers listed on my application for employment, including persons now or formerly employed by my present and former employers, to provide and release to Penn College any information about my employment, including job performance, position or positions held, job duties, and reasons for termination and any additional information relevant to an assessment of my qualifications for the position for which I have applied and/or to verify the information in my employment application. This authorization includes providing such documents and records as Penn College may request pertaining to me or my application for employment and permitting Penn College and its employees and agents to inspect and make copies of such documents and records.

If I have signed with my present or any former employer any document by which that employer promised not to disclose information about me which may be requested by Penn College, I waive all rights to enforce such a promise and release my present and any former employer for any such non-disclosure obligation.

I do do not authorize Penn College to communicate with and make inquiries of my present employer listed on my employment application.

SCHOOL OFFICIALS, REFERENCES AND OTHER PERSONS

I authorize Penn College, and its employees and agents, to communicate with and make inquiries of school officials, persons named as references by me and other persons whom Penn College deems appropriate to assess my qualifications for the position for which I have applied and/or verify information in this application.

I authorize and request any school official, reference, or other person contacted by Penn College to provide and release information about me and respond to inquiries by Penn College about me in connection with this employment application. This authorization includes providing such documents and records as Penn College may request pertaining to me or my application for employment and permitting Penn College, and its employees and agents, to inspect and make copies of such documents and records.

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WAIVER AND RELEASE

I waive all claims, any right of action, cause of action or other means of redress related to any request for information, documents or records by Penn College or the disclosure of any information, documents or records relating to me by my present and any former employer, including persons now or formerly employed by present or former employer, school officials, persons named by me as references and other persons whom Penn College contacts with respect to my application for employment. I release all present and prior employers, school officials, references and other persons contacted by Penn College from whom such information, document or record is obtained from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or attempts to comply, with this authorization.

INFORMATION OBTAINED BY PENN COLLEGE

I understand that it is not Penn College's practice to provide applicants for employment with copies of responses made by or disclose the information provided by present or former employers, persons named as references, school officials, or other persons it may contact regarding an applicant's qualifications, except as may be required by law. Accordingly, I understand and agree that documents, records and information obtained from the above sources will not be made available by Penn College to me or anyone representing me, except as may be required by law or authorized by both Penn College and the person providing the document, record or information.

A copy of this Authorization and Release may be accepted with the same authority as an original by any person to whom Penn College may make inquiries regarding me.

I hereby certify that I have read, fully understand and agree to the terms of the above Authorization and Release and accept all of its terms.

Signature of Applicant _____ Date _____

REFERENCES

List professional references who are familiar with your abilities, experience, education and character. Do not include relatives.

NAME	ADDRESS	TELEPHONE	OCCUPATION
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Failure to complete all sections or to sign the application may result in your application being returned for completion, causing delay or possible disqualification. A resume may be submitted but not substituted for completing the application.

Please read and acknowledge the following statements:

- I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misrepresentation or omission of facts in this application may be considered cause for rejection of my application or termination of employment if discovered after being hired.
- I further certify that I may lawfully be employed in this country, and if employed will provide required documentation to verify identity and employment eligibility in the required time period.

I hereby acknowledge that I have read the above statements and understand them.

Signature of Applicant _____ Date _____