

# Application For Employment

Moore College of Art & Design  
 20th Street & The Parkway  
 Philadelphia, PA 19103-1179

(Please Print)

Position(s) Applied For	Date of Application
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
<input type="checkbox"/> Inquiry	<input type="checkbox"/> Other _____

Last Name	First Name	Middle
Address	City	State
		Zip
Telephone Number	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
 If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
 If yes, give date \_\_\_\_\_

Do you know anyone who works here?  Yes  No  
 If yes, state name and relationship \_\_\_\_\_

Do you currently have a valid Driver License?  Yes  No  
 If yes, what state? \_\_\_\_\_

Are you currently employed?  Yes  No

Date available for work \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Desired Salary \$ \_\_\_\_\_

Are you available to work:

- Full Time      Hours: \_\_\_\_\_
- Part Time      Hours/ Days: \_\_\_\_\_
- Temporary      Dates Available: \_\_\_\_\_

## Work Experience

May we contact?    Yes                       No

Employer	Dates Employed	To	From				
Address	Hourly Rate/ Salary	Starting	Ending				
Telephone Number	Job Title						Supervisor
Reason for leaving							

May we contact?    Yes                       No

Employer	Dates Employed	To	From				
Address	Hourly Rate/ Salary	Starting	Ending				
Telephone Number	Job Title						Supervisor
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May we contact?    Yes                       No

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Reason for leaving							

Comments: Include explanation of any gaps in employment.

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**Education**

<u>School</u>	<u>Name and Address of School</u>	<u>Course of Study</u>	<u>Years Completed</u>	<u>Diploma/Degree</u>
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the military.

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List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status

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<b>Other Qualifications</b> Summarize special job-related skills and qualifications acquired from employment or other experiences.

**Personal/ Professional References Do not include family members**

<u>Name</u>	<u>Phone Number</u>	<u>Best Time to Call</u>	<u>Occupation</u>

**Applicant's Statement**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45-days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the President of Moore College of Art & Design.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_

**Applicant's Signature**

\_\_\_\_\_

**Date**