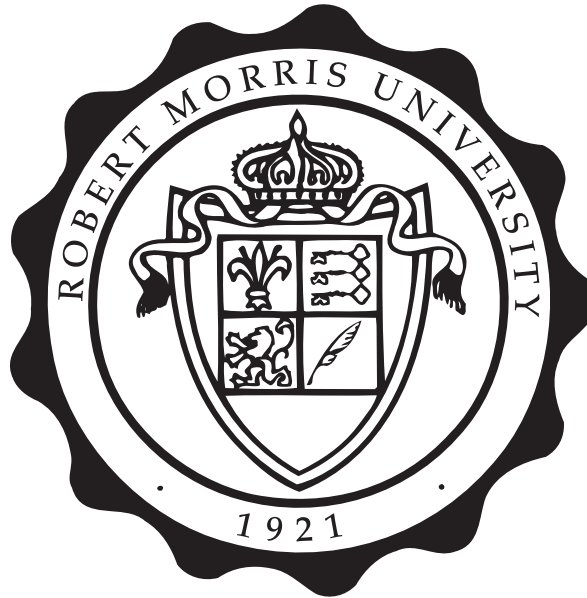


APPLICATION FOR EMPLOYMENT



At Robert Morris University, we believe that institutional equity reflects our continued commitment to a community where everyone is both valued and respected. Institutional equity encompasses racial, ethnic, gender and religious diversity, cultural perspectives, national origins, sexual orientation, physical ability, as well as socioeconomic contexts, and educational backgrounds.

We are dedicated to developing a diverse population by fostering an environment where intellectual and social growth, individual perspectives, and all human experiences are valued. We strive to be an inclusive community that celebrates and embraces differences as a means of responding to the cultural and social demands of a global society.

Inherent in our inclusion efforts is a strong commitment to intercultural and global education to produce and include citizens who will serve as educational, social, economic and cultural ambassadors to the world.

Last name

First name

Middle Initial

6001 University Boulevard
Moon Township, PA 15108-1189

RMU.EDU/JOBS

ROBERT MORRIS UNIVERSITY is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, RMU complies with all applicable federal, state and local laws and provides equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation or national origin.

Directions: Type or print, using black ink. If you need additional space, attach a supplemental sheet. Sign and date the completed application.

GENERAL

LAST NAME		FIRST NAME		MIDDLE INITIAL	SOCIAL SECURITY NO.	DATE OF APPLICATION
STREET ADDRESS						
CITY, STATE, ZIP			E-MAIL ADDRESS	PHONE NO. ()	MOBILE PHONE NO. ()	
ADDRESS WHERE YOU MAY BE CONTACTED IF DIFFERENT FROM PRESENT ADDRESS				ALTERNATE PHONE NO. ()	BIRTHDATE, IF UNDER 18 (MM/DD/YYYY)	
EMERGENCY CONTACT INFORMATION (NAME, RELATIONSHIP, PHONE NUMBER)						
IF HIRED, CAN YOU PROVIDE PROOF OF CITIZENSHIP OR LEGAL RIGHT TO WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO			ARE YOU AT LEAST 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF UNDER 18, CAN YOU FURNISH A WORK PERMIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU PREVIOUSLY WORKED FOR RMU? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATES OF EMPLOYMENT 1. 2.		DEPARTMENT	POSITION	SUPERVISOR	
ARE ANY OF YOUR RELATIVES PRESENTLY EMPLOYED WITH THE UNIVERSITY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, NAME OF RELATIVE						

EMPLOYMENT DESIRED

TYPE OF POSITION APPLYING FOR			SOURCE OF REFERRAL <input type="checkbox"/> RMU WEBSITE <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> OTHER <input type="checkbox"/> RMU EMPLOYEE <input type="checkbox"/> JOB FAIR			
PREFERRED WORK LOCATION <input type="checkbox"/> MOON CAMPUS <input type="checkbox"/> PITTSBURGH CAMPUS <input type="checkbox"/> ISLAND SPORTS CENTER		POSITION DESIRED <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> SEASONAL		SHIFT PREFERENCE <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> OTHER _____		
ANTICIPATED PERIOD OF WORK AND/OR NUMBER OF HOURS PER DAY			EXPECTED SALARY/HOURLY RATE			

EDUCATION AND TRAINING

COLLEGE, UNIVERSITY OR TECHNICAL SCHOOL	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF DEGREE OR DIPLOMA	COURSE OF STUDY/DISCIPLINE	NAME OF SCHOOL CITY AND STATE
COLLEGE, UNIVERSITY OR TECHNICAL SCHOOL	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF DEGREE OR DIPLOMA	COURSE OF STUDY/DISCIPLINE	NAME OF SCHOOL CITY AND STATE
HIGH SCHOOL LAST ATTENDED	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF DEGREE OR DIPLOMA	COURSE OF STUDY/DISCIPLINE	NAME OF SCHOOL CITY AND STATE
OTHER	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF DEGREE OR DIPLOMA	COURSE OF STUDY/DISCIPLINE	NAME OF SCHOOL CITY AND STATE

LIST LICENSES, FOREIGN LANGUAGES, COMPUTER SKILLS OR OTHER SKILLS AND TRAINING YOU RECEIVED, OR ANY OTHER ACTIVITIES THAT DEMONSTRATE YOUR QUALIFICATIONS FOR POTENTIAL EMPLOYMENT AT RMU.

LIST PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS, HONORS, CERTIFICATIONS, PROFESSIONAL LICENSES, MILITARY SERVICE AND PUBLICATIONS YOU CONSIDER SIGNIFICANT. PLEASE INDICATE THE PROFESSIONAL LICENSE NUMBER AND STATE OF ISSUANCE. ATTACH SUPPLEMENTAL SHEET IF NECESSARY.

EMPLOYMENT HISTORY

LIST MOST RECENT EMPLOYMENT FIRST | FILL IN ALL SPACES, DO NOT ENTER "SEE RÉSUMÉ"

EMPLOYER		FROM (MONTH/YEAR)	TO (MONTH/YEAR)
JOB TITLE		WORK/DUTIES PERFORMED	
ADDRESS			
SUPERVISOR			
PHONE NO.			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
STARTING WAGE	ENDING WAGE	REASON FOR LEAVING	

EMPLOYER		FROM (MONTH/YEAR)	TO (MONTH/YEAR)
JOB TITLE		WORK/DUTIES PERFORMED	
ADDRESS			
SUPERVISOR			
PHONE NO.			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
STARTING WAGE	ENDING WAGE	REASON FOR LEAVING	

EMPLOYER		FROM (MONTH/YEAR)	TO (MONTH/YEAR)
JOB TITLE		WORK/DUTIES PERFORMED	
ADDRESS			
SUPERVISOR			
PHONE NO.			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
STARTING WAGE	ENDING WAGE	REASON FOR LEAVING	

REFERENCES

LIST THREE PERSONS, OTHER THAN RELATIVES OR PERSONAL FRIENDS, WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE AND/OR EDUCATION

NAME/TITLE	MAILING ADDRESS	E-MAIL ADDRESS	PHONE NO. ()
NAME/TITLE	MAILING ADDRESS	E-MAIL ADDRESS	PHONE NO. ()
NAME/TITLE	MAILING ADDRESS	E-MAIL ADDRESS	PHONE NO. ()

BACKGROUND INFORMATION

NOTICE TO APPLICANT REGARDING CONVICTIONS: NO APPLICANT WILL BE DENIED EMPLOYMENT SOLELY ON THE GROUNDS OF CONVICTION OF A CRIMINAL OFFENSE. THE NATURE OF THE OFFENSE, THE DATE OF THE OFFENSE, THE SURROUNDING CIRCUMSTANCES AND THE RELEVANCE OF THE OFFENSE TO THE POSITION APPLIED FOR MAY, HOWEVER, BE CONSIDERED.

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO
IF YES, PLEASE EXPLAIN:

AUTHORIZATION

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) may be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, and I also release the employer from all liability that might result from making an investigation.

As part of the employment process, I will be asked to authorize a background check. Additionally, information posted on the Internet, such as social networking sites, may be considered in making the employment decision.

I understand employment with Robert Morris University is generally "at will" and will last so long as both the employee and the University choose to continue the relationship without limitation on either party. While RMU asks for reasonable notice, the employee may terminate the relationship at any time, for any reason, with or without notice, and the University retains the similar right. Nothing said or written, now or in the future, is to be interpreted to the contrary. No supervisor, manager or employee or representative of the University has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Only the president has such authority, and s/he may delegate authority to a senior vice president or vice president.

I agree to provide official transcripts of my degrees to Robert Morris University's Human Resources Department (if applicable).

I understand that all Robert Morris University employees are expected to perform their job responsibilities in a manner that brings credit to themselves as individuals and reflects favorably on the University. Robert Morris University proactively promotes ethical behavior. I agree to abide by the RMU Policy of Ethical Practice in writing.

By signing this form, I certify that I understand all the questions and agree with all statements made within this application.

SIGNATURE _____ DATE _____



HUMAN RESOURCES

6001 University Boulevard
Moon Township, PA 15108-1189
412-397-6270 phone
412-397-2555 fax

RMU.EDU/JOBS