



Morningside College Business Office
 1501 Morningside Ave Sioux City, IA 51106

Application for Employment

Qualified applicants are considered for all positions and employees are treated during employment, without regard to race, color, religion, age, sex, national origin, disability or veteran status.

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____

Position you are applying for: _____

Desired Salary: _____

Application is for: Full-Time Part-time
 Permanent Temporary

Are you 18 years of age or older? Yes No

If hired, can you provide written evidence that you are authorized to work in the U.S.? Yes No

EDUCATION

<u>Type</u>	<u>Name/Location</u>	<u>Yrs. Completed</u>	<u>Degree/Diploma</u>
High School	_____	_____	_____
College	_____	_____	_____
Other	_____	_____	_____

EMPLOYMENT RECORD (Last Five Years)

Employer	Approximate Dates of Work	Salary	Type of Work or Department	Reason for Leaving

May we contact your present employer at this time: Yes No

How were you referred to Morningside College?

Advertisement Friend Relative Employment Agency Other

Do you have any relatives who are employed by this organization? Yes No

If yes, please specify: _____

Have you ever been convicted of a felony? Yes No

Are you required to register as a sex offender in any jurisdiction? Yes No

If yes, explain? _____

If applying for a clerical or office position, list any office equipment you have operated: _____

Please list information about yourself which may be helpful to the Business Office in selection of applicants for positions: _____

References — 3 required — (do not include relatives)

Name	Occupation	Yrs. Known	Address/Phone

Morningside College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information is compiled annually by the Director of Security and is available on the Morningside College Web site at : http://www.morningside.edu/morningside/Security/documents/AnnualReport2008_010.pdf or upon request.

Applicants Statement

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the President of the College. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that Morningside College may do a thorough background check, and I authorize them to do so.

I understand that the employer will thoroughly investigate my work and education history and verify all data given on this application, on related papers and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature of Applicant _____