



### Job application: Student Test\_Applicant (Student)

**Current Status:** Under Review by Student Hiring Manager  
**Application form:** Student Application

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**Full name:** Student Test\_Applicant  
**Address:**  
 123 Main Street  
 Grantham , PA

**Created by:** Student Test\_Applicant  
**Owner:** Student Hiring Manager

**Username:**  
 \_Student\_Test\_Applicant  
**Email:** email@email.com  
**Phone (Primary):** 555-555-5555  
**Phone (Secondary):**  
**Position Type:** Student  
**Sub-Department:** Financial  
 Operations - Business Office  
 (2730)

Summary [Recommendations \(0 of 0\)](#) [History](#) [Reports](#)

#### Personal Information

#### Contact Information

<b>First Name</b>	Student
<b>Middle Name</b>	
<b>Last Name</b>	Test_Applicant
<b>Suffix</b>	
<b>Student ID#</b>	012345678
<b>Date Available to Start</b>	
<b>Home Address1</b>	123 Main Street
<b>Home Address2</b>	
<b>City</b>	Grantham
<b>State</b>	PA
<b>Zip Code</b>	17027
<b>Country</b>	
<b>Primary Phone</b>	555-555-5555
<b>Secondary Phone</b>	
<b>Campus Phone Extension</b>	

<b>Campus Unit Number</b>	1234
<b>Campus Email Address</b>	email@email.com
<b>Are you 18 years of age or older?</b>	Yes
<b>If no, are you at least 17 years of age and a high school graduate?</b>	
<b>Are you legally eligible for employment in the United States?</b>	Yes
<b>Do you have a valid driver's license?</b>	Yes
<b>Are you currently employed by Messiah College?</b>	No
<b>Were you previously employed by Messiah College?</b>	No
<b>If yes, indicate dates of employment and department(s):</b>	
<b>Are you capable of performing the essential functions of this position?</b>	Yes
<b>Please list all of the periods for which you are available to work:</b>	Fall, Spring
<b>What is the maximum number of hours you would like to work per week?</b>	10
<b>What are your available hours?</b>	MWF 9-12; TTh 1-4
<b>Are you applying for other on campus employment?</b>	No
<b>Housing</b>	On Campus
<b>How did you first hear of this student employment opportunity?</b>	Jobs.messiah.edu

[Help](#)

**Criminal History**

<b>Have you been convicted of a felony or misdemeanor?</b>	No
<b>If yes, when and where did it occur?</b>	N/A
<b>If yes, what was the nature and disposition of the offense?</b>	N/A

**Consent for Pre-Employment Reference and Background Checks**

<b>Maiden Name</b>
<b>Last Prior Address</b>
<b>Last Prior City</b>
<b>Last Prior State</b>
<b>Last Prior Zip</b>
<b>Last Prior Country</b>

**Additional Information**

Student Enrollment Status

Student Enrollment Status

<b>Are you a current Messiah student?</b>	Yes
<b>If no, please enter your start term</b>	
<b>If no, please enter your start year</b>	
<b>Are you a degree-seeking student?</b>	Yes
<b>Class Level</b>	Sophomore
<b>Are you (Will you be) enrolled at least half-time during the work period applying for?</b>	Yes
<b>If no, please explain</b>	
<b>What is your major?</b>	Math
<b>What is your minor, if applicable</b>	

Training, Skills, and Abilities

<b>Please describe your computer skills</b>	MS Office
<b>Other job-related training/skills</b>	Phone calling experience

Employment History

Employment History

<b>Employer Name</b>	ABC Employer
<b>Address1</b>	
<b>Address2</b>	
<b>City</b>	Harrisburg
<b>State</b>	PA
<b>Zip Code</b>	
<b>Country</b>	
<b>Phone</b>	
<b>Begin Date</b>	09/02/2013
<b>End Date</b>	
<b>Job Title / Position Held</b>	Stockroom Worker
<b>Direct Supervisor Name</b>	My Boss
<b>Direct Supervisor Title</b>	
<b>Direct Supervisor E-mail</b>	

<b>Description of Duties</b>	I did this and did that...
<b>Reason For Leaving</b>	Looking for a change...
<b>May we contact this employer?</b>	Yes

References

References

<b>Name of Reference</b>	John Smith
<b>Phone Number</b>	555-555-5555
<b>Email Address</b>	
<b>Street</b>	123 Main Street
<b>City</b>	Grantham
<b>State</b>	PA
<b>Zip Code</b>	17027
<b>Position</b>	Director of XYZ at ABC
<b>Relationship</b>	Colleague

Supplemental Questions

Required fields are indicated with an asterisk (\*).

Certification

I understand that this application is not, and is not intended to be, a contract of employment.

I certify that the information I have provided on this application is complete and accurate. I understand that Messiah College reserves the right to revoke an offer of employment and that I may be discharged from employment in the event of misrepresentation in any phase of the application process.

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**CONSENT FOR PRE-EMPLOYMENT REFERENCE AND BACKGROUND CHECKS** I recognize that any offer of employment made to me by Messiah College may be conditional upon reference and background checks which are acceptable to the College, and, if required, that information obtained during this process may result in my not being employed by Messiah College. I understand that Messiah College and/or its designated representatives will conduct pre-employment reference and background checks thoroughly and within the confines of all applicable state and federal laws.

I understand that Messiah College will maintain any information obtained as a result of my signing this Consent in a confidential file in the Student Employment Office.

I understand that a reference and background check, if required, is being performed as part of the process to evaluate me prior to any offer of employment, and is not conducted for any other purpose. I understand that the reference and background check may include verification from College officers that my record of conduct at Messiah College supports my having a position of responsibility, including potentially living on campus during the summer period, where applicable. I authorize Messiah College, or its designated representative presenting this consent or a photocopy thereof, to obtain the following records and information in connection with my application for employment with the College insofar as the records and information are relevant to the position for which I am applying:

- Criminal History and Convictions
- Motor Vehicle Operation
- Certification and Licensing
- Educational History and Credentials
- Employment Eligibility
- Prior Employment Information
- Personal or Professional References

If the position for which I am applying specifically requires a personal credit history acceptable to Messiah College, I understand that I will be required to sign a separate Fair Credit Reporting Act Consumer Report Disclosure authorizing Messiah College to obtain the same. No personal credit history will be obtained by Messiah College without this authorization.

I authorize all persons who are the custodians of these records, or who may have information relevant to my application for

employment, to provide records or disclose such information to Messiah College and/or its designated representative.

I release Messiah College, its employees, designated representatives, agents, officers and trustees, as well as all persons or entities who provide records or disclose information, from any and all claims of liability or damage due to either the procurement or the true and accurate disclosure of such records or information.

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I certify that I have read and agree with these statements and acknowledge that, by checking this box and entering my initials, I understand that this electronically serves the same purpose as affixing my original signature to this document.

I certify that I have read and agree with these statements.

djl  Please enter your initials as your digital signature to verify your identity.

*Submitted on September 12, 2014 at 04:10 PM by Student Test\_Applicant*

**Required Documents**

No required documents added.

**Optional Documents**

Document Type	Name	Conversion Status
<input checked="" type="checkbox"/> Cover Letter/Letter of Interest	Cover Letter/Letter of Interest 09-12-14 15:06:40 (224 KB)	PDF conversion in process

**Recommendation Documents**

No recommendations submitted.

**PDF Documents**

Document Type	Actions
Application	<a href="#">View</a>
Combined Document	<a href="#">Generate</a>