



# MCKENDREE UNIVERSITY

701 College Road, Lebanon, IL 62254-1299  
Phone (618) 537-6533 FAX (618) 537-8829  
[www.mckendree.edu](http://www.mckendree.edu)

## EMPLOYMENT APPLICATION

This application is for permanent, intermittent, or temporary employment only. Complete this application in detail. A separate application is required for each position of interest. It is important that all information requested be completed accurately and completely. Incomplete applications may be rejected. Completed applications should be submitted to the contact in the applicable job posting. To best assess your qualifications, include all application materials requested in the applicable job posting. Your completed application will be maintained in our active files for twelve (12) months from the date of the application. You may submit a new application at any time.

**Date of Application:**

**Title of Position Applied For:**

**Applicant Information:**

Full Name:

Address:

City: State: Zip Code: Country:

Home Phone: Cell Phone:

Email:

Are you authorized to work in the United States? Yes No

Will you now or in the future require sponsorship? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes No

**Please list three (3) professional references.**

Name	Relationship to reference	Reference phone number	Reference email

**How did you hear about this position?**

McKendree Employment Page

Higher Ed Jobs

Indeed

Employee Referral Employee Name:

Other

If previously employed by McKendree University, list dates and title(s)

Do you have any relatives currently employed by McKendree University? Yes No

McKendree University is an equal opportunity employer and does not discriminate in employment with regard to race, color, religion, sex, national origin, ancestry, age, marital status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Individuals requesting accommodation and/or assistance in the application process should contact the Director of Human Resources at 618-537-6533 or [hr@mckendree.edu](mailto:hr@mckendree.edu).



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**\*Educational and Employment History is not required IF resume is provided with equivalent information:**

<b>Educational History:</b>					
High School Graduate:	Yes	No	Years Completed:	GED:	Yes No

<b>Please list schools you have attended:</b>		
School name	Location (City & State)	
Major/Course	Dates Attended	Graduated Yes No
School name	Location (City & State)	
Major/Course	Dates Attended	Graduated Yes No
School name	Location (City & State)	
Major/Course	Dates Attended	Graduated Yes No

<b>Employment History (starting with your present or most recent employer):</b>		
Employer's Name	Position	Location (City, State)
Supervisor's Name	Supervisor's Phone	Employment Dates
Reason for Leaving	May we contact? Yes No	
Employer's Name	Position	Location (City, State)
Supervisor's Name	Supervisor's Phone	Employment Dates
Reason for Leaving	May we contact? Yes No	
Employer's Name	Position	Location (City, State)
Supervisor's Name	Supervisor's Phone	Employment Dates
Reason for Leaving	May we contact? Yes No	

<b>Professional Memberships, Publications, Certifications, or Licenses Held:</b>

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## **Applicant Acknowledgement**

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from McKendree University's service, if employed. I understand that my employment may be contingent upon receipt of documentation verifying identity and employment eligibility. I authorize McKendree University to investigate all statements made on this application. I authorize such educational institutions, employers, and others (and their agents or employees) to respond to questions concerning information on this application and I further release from liability such former employers, institutions, or persons providing such information to McKendree University.

The State of Illinois is an "employment-at-will" state; therefore, I understand that if I receive and accept an offer of employment, my employment may be terminated by me or McKendree University at any time with or without cause. I further understand that any handbook or policy statements I may receive as an employee of McKendree University are not intended to create an employment contract either express or implied except as otherwise provided specifically in writing. Further, I understand and agree that no employee of McKendree University, other than the President, has any authority to enter into an agreement of employment for any specific period of time or to make any agreement contrary to the foregoing except as specifically provided in writing. I understand that any binding agreement must be in writing, signed, and dated both by the President and myself.

Signature of Applicant:	Date:
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