



A learning community dedicated to academic excellence, spiritual growth, and service

APPLICATION FOR EMPLOYMENT

Please check the position description for specific application requirements for each position you wish to apply. If you need help completing this application, Finlandia University will provide reasonable accommodations for applicants and employees with disabilities when such accommodations do not impose an undue hardship on the institution.

Mail, fax, E-mail, or hand-deliver application materials to: Finlandia University, Human Resources, 601 Quincy Street, Hancock, MI 49930

PERSONAL INFORMATION: (type or print) Position applied for: _____

Name (Last, First, M.I.): _____ Contact Phone: (____) _____

Address: _____ E-mail: _____

City, State, Zip: _____

Soc. Sec. No.: _____ **Disclosing this information is voluntary however, if hired disclosure is mandatory

Are you available for full-time work? Yes No Do you have a valid driver's license? Yes No

Are you legally eligible for employment in the U.S. and able to provide supporting evidence? Yes No

Do you have relatives employed by the University? Yes No If yes, provide their name and your relationship to the employee: _____

Have you worked at Finlandia University before? Yes No If yes, give dates and position(s): _____

Have you been convicted of a felony or are charges pending? Yes No If yes, please explain: _____

Have you ever been discharged (other than lay off) from a job or been asked to resign? Yes No If yes, please explain: _____

EDUCATION: School Name & Location Course of Study Degree, Diploma, or Certificate Earned

High School: _____

College: _____

Graduate Studies: _____

Other Education/Training _____

List any other special skills or qualifications relevant to the position applied for: _____

EMPLOYMENT: (List most recent employer first. Please attach additional sheets if necessary)

Employer Name: _____ Telephone (____) _____

Address: _____ Employed (from/to) _____

Supervisor: _____ Reason for Leaving _____

Job Title/Describe Duties: _____ May we contact this employer? Yes No

Employer Name: _____ Telephone (_____) _____
 Address: _____ Employed (from/to) _____
 Supervisor: _____ Reason for Leaving _____
 Job Title/Describe Duties: _____ May we contact this employer? Yes No

Employer Name: _____ Telephone (_____) _____
 Address: _____ Employed (from/to) _____
 Supervisor: _____ Reason for Leaving _____
 Job Title/Describe Duties: _____ May we contact this employer? Yes No

Employer Name: _____ Telephone (_____) _____
 Address: _____ Employed (from/to) _____
 Supervisor: _____ Reason for Leaving _____
 Job Title/Describe Duties: _____ May we contact this employer? Yes No

Please explain any period of time between jobs that exceeds one month: _____

PROFESSIONAL REFERENCES:

<i>NAME</i>	<i>PHONE NUMBER</i>	<i>OCCUPATION</i>	<i>RELATIONSHIP</i>

I certify that all information on this application is true to the best of my knowledge. I attest that any intentional misrepresentation, falsification, or omission of fact I have submitted on this application or other accompanying or required documents will be cause for denial of employment; or if hired, may result in termination of employment. I acknowledge that consideration for employment will be contingent on the results of a reference and background check. Additionally, I acknowledge that, depending on the position I have applied for, a criminal and background check may be required. I hereby authorize Finlandia University to investigate statements and information contained on this application or accompanying documents, unless I have specifically exempted contacting an employer on this application; I authorize the release of the results of any investigation to university officials involved in the hiring process. I authorize any former employers to provide information regarding my employment history and release them from all liability for providing this information. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge an employee at any time, with or without cause. Further I understand 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 an authorized officer of Finlandia University. I understand that if I am offered employment, I may be required to submit to a drug screening, health exam, and/or a more comprehensive background check at the expense of the University. Upon request, I will also provide proof of my educational credentials, professional certifications, or evidence of membership in professional organizations. I understand that if employed I will be asked to complete the federal I-9 form and will be required to provide verification of identity and proof of the right to work in the U.S. If hired, I understand that I am required to abide by all rules, regulations, and policies of the University. This application will remain active for a period of one year.

Applicant's Signature: _____ Date: _____

FINLANDIA UNIVERSITY IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION/EQUAL OPPORTUNITY EMPLOYER

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of illegal discrimination. We are committed to recruiting, developing, and retaining a qualified and diverse faculty, staff, and student body.

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, or sexual orientation in admissions, employment, athletics, programs, and activities. The following person(s) has been designated to handle inquiries regarding non-discrimination policies or gender equity concerns: Ann Testini, Director of Human Resources and Title IX Coordinator, (906) 487-7361, ann.testini@finlandia.edu