

# FINLANDIA UNIVERSITY

## APPLICATION FOR EMPLOYMENT

Please refer to the position description for specific application requirements and directions for each position you wish to apply. Incomplete applications may not be given full consideration.

If you need help completing this application, Finlandia University will provide reasonable accommodations for applicants with disabilities when such accommodations do not impose an undue hardship on the institution.

**PERSONAL INFORMATION:** (type or print) **POSITION APPLIED FOR:** \_\_\_\_\_

Name (Last, First, M.I.): \_\_\_\_\_ Contact Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

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 willing to provide supporting evidence upon hire?  Yes  No

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

Have you been convicted of, plead guilty or no contest to, or are you currently under arrest for a felony?\*  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: \_\_\_\_\_

*\*Please note that answering yes to this question will not automatically disqualify the applicant from consideration*

**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:**

NAME	PHONE NUMBER	OCCUPATION	RELATIONSHIP

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, employment, and a criminal background check. I hereby authorize Finlandia University to investigate statements and information contained on this application or accompanying documents, unless I have specifically exempted an employer from being contacted in regards to 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 or contract, 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. 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 and comprehensive criminal 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 required to complete the federal I-9 form and will be required to provide verification of identity and proof of my legal right to work in the U.S. and also provide my Social Security number for payroll purposes. 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: \_\_\_\_\_

**Return Completed Application To: Human Resources, Finlandia University, 601 Quincy Street, Hancock, MI 49930**

**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 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, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns:

Alyson DeLandsheer  
 Title IX Coordinator  
 (906) 487-7339  
[alyson.delandsheer@finlandia.edu](mailto:alyson.delandsheer@finlandia.edu)