



PHI MU FOUNDATION
 400 WEST PARK DRIVE, PEACHTREE CITY, GA 30269

Employment Application

We consider applicants for all positions without regard to race, color, religion, creed, gender, nation of origin, age, disability, marital and veteran status, sexual orientation, or any other legally protected status.

This application is the property of Phi Mu Foundation

Position Applied for _____ Today's Date _____

Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____
 (If different from Address)

Telephone Number _____ Social Security Number _____ - _____ - _____

Please indicate the date you would be available for employment _____

CIRCLE YES OR NO TO THE FOLLOWING QUESTIONS:

Are You Eligible to Work in the U.S.?	Yes	No	Are you currently employed?	Yes	No
Permanent Resident of the U.S.?	Yes	No	May we contact your current employer?	Yes	No
Have you ever served in the U.S. Armed Forces?	Yes	No	Can you travel if the job requires it?	Yes	No
Have you ever been employed by Phi Mu Foundation?	Yes	No	Are you willing to work overtime?	Yes	No

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Received
High School				
Undergraduate College				

Graduate College				
Technical School				

EMPLOYMENT EXPERIENCE

Starting with your present position, please supply employment information for the last 10 years. Include all periods of unemployment. You may also include any verifiable work performed on a volunteer basis as part of your work history.

_____ Employer _____ Address _____ Job Title _____ Supervisor Name Phone _____ Reason for leaving	<u> Dates Employed </u> From To <u> Salary-Annual/Hourly </u> Starting Final	Work Performed _____ _____ _____ _____
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Employer <hr/> Address <hr/> Job Title <hr/> Supervisor Name Phone <hr/> Reason for leaving	<u>Dates Employed</u>		Work Performed <hr/> <hr/> <hr/> <hr/> <hr/>
	From	To	
	<u>Salary-Annual/Hourly</u>		
	Starting	Final	

May we contact all of your listed employers and references? Yes ___ No ___
If no, please indicate whom we cannot contact.

Have you ever plead guilty or been convicted of a crime other than a minor traffic violation?
Conviction will not necessarily disqualify an applicant from employment. Yes ___ No ___
If Yes, please explain. _____

Have you ever been dismissed, involuntarily terminated or forced to resign any employment?
Yes ___ No ___ If Yes, please explain. _____

Are you presently bound by any employment contracts with a current or former employer containing non-compete, non-solicitation or confidentiality clauses? Yes ___ No ___
If Yes, please explain. _____

Are you a member of Phi Mu Fraternity? If so, at what chapter were you initiated, under what name, and in what year did your initiation take place?

_____ _____ _____
(Chapter) (Name) (Date)

Skills and Qualifications

Describe any additional training, certifications, licenses, skills, and volunteer or extracurricular activities that are relevant to your application.

Describe any foreign language skills.

PROFESSIONAL REFERENCES

NAME	RELATIONSHIP	ADDRESS	PHONE NUMBER
_____	_____	_____	_____
_____	_____	_____	_____

I certify that information provided in this application is true and complete to the best of my knowledge. I understand that any misrepresentations, falsifications or omissions of facts or incomplete answers in any application document will disqualify me from further consideration for employment or rescinding a job offer or is grounds for dismissal at any time without notice.

I authorize the investigation of all information contained in this application for employment. I understand that my job offer or employment is contingent upon the favorable results of a pre-employment investigation. I authorize Phi Mu Foundation and its agents to thoroughly investigate all information contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to Phi Mu Foundation and its agents, without giving me prior notice of such disclosure. In addition, I release Phi Mu Foundation, any former employer and all references provided by me, from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that, unless otherwise defined by applicable law, any employment relationship with Phi Mu Foundation is of an "at will" nature, which means that the employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood 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 me and an authorized officer of Phi Mu Foundation. I acknowledge this application and other personnel forms do not constitute a contract of employment and that no promises or representations regarding employment have been made to me.

I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and work authorization. As a consequence, I understand that any offer of employment will be contingent on my ability to produce the required documentation.

Applicant _____
Please Print Name

Signature _____

Date _____