



# VIRGINIA WESLEYAN UNIVERSITY

## ACADEMIC EMPLOYMENT APPLICATION

**TYPE OR PRINT IN INK  
SIGN AT END**

Virginia Wesleyan University is an Equal Opportunity Employer. Applicants are considered on the basis of skills, experience, and qualifications without regard to race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, sexual orientation, or the presence of non-job-related medical disability or any other legally protected status.

Attach Additional Sheets As Necessary

Date: \_\_\_\_\_

\_\_\_\_\_  
(Last Name) (First) (M.I.)

I am applying to teach: \_\_\_\_\_  
[Subject(s) or subject area(s)]

\_\_\_\_\_  
(Home Address)

I am applying for:  
\_\_\_\_\_ Full time  
\_\_\_\_\_ Part-time  
\_\_\_\_\_ Day \_\_\_\_\_ Evening

\_\_\_\_\_  
(City) (State) (Zip)

Accommodation(s) needed to meet job qualifications: \_\_\_\_\_

\_\_\_\_\_  
(Home Telephone) (Office Telephone) (Social Security #)

Resident Alien \_\_\_\_\_ Non-Resident Alien \_\_\_\_\_

**The following information may be included and attached in the form of a complete professional vita or resume.**

COLLEGES AND UNIVERSITIES ATTENDED (or equivalent professional training or study)

Name of Institution (or private instructor)	Location	Undergraduate or Graduate	Degree(s) Received (B.A., B.S., etc.)

### ACADEMIC SPECIALIZATION

Undergraduate: Major field(s) of study \_\_\_\_\_  
Minor field(s) of study \_\_\_\_\_  
Graduate: Major field(s) of study \_\_\_\_\_  
Other field(s) of advanced study \_\_\_\_\_  
Thesis Subject: For master's degree \_\_\_\_\_  
For doctor's degree \_\_\_\_\_

EMPLOYMENT HISTORY: List below your experience beginning with your present or most recent position. Describe each position separately, emphasizing your professional, supervisory and committee duties. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

PRESENT OR MOST RECENT POSITION FIRST

EMPLOYER	From:
ADDRESS	(Month) (Year)
SUPERVISOR'S NAME AND TELEPHONE	To:
YOUR TITLE/RANK	(Month) (Year)
DUTIES (Be specific)	Total Time:
	(Month) (Year)
	Full-Time?
	9, 10, or 12 Months?
	Last Salary \$
	(Optional) (Annual)

EMPLOYER	From:
ADDRESS	(Month) (Year)
SUPERVISOR'S NAME AND TELEPHONE	To:
YOUR TITLE/RANK	(Month) (Year)
DUTIES (Be specific)	Total Time:
	(Month) (Year)
	Full-Time?
	9, 10, or 12 Months?
	Last Salary \$
	(Optional) (Annual)

EMPLOYER	From:
ADDRESS	(Month) (Year)
SUPERVISOR'S NAME AND TELEPHONE	To:
YOUR TITLE/RANK	(Month) (Year)
DUTIES (Be specific)	Total Time:
	(Month) (Year)
	Full-Time?
	9, 10, or 12 Months?
	Last Salary \$
	(Optional) (Annual)

PROFESSIONAL OR LEARNED SOCIETIES (include professional and scholastic honorary societies.)

Name of Society and Chapter	Office(s) Held or Special Honors Received

Research, Thesis, or Dissertation Title(s):

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Graduate credit hours beyond highest degree: \_\_\_\_\_

List college-level course(s) in your subject area(s) which you are adequately prepared to teach because of graduate study and/or teaching experience:

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Please list books, monographs, articles and other publications, indicating title, co-author(s) if any, date, and publisher.

References: (Please give names of three persons who are familiar with your probable success as a college teacher. List recent academic or other employment references only.)

Name/Official Position	Institution	Address

Please include and additional information that would support this application.

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Please comment on your philosophy of teaching, your estimation of your teaching ability and why you feel your educational preparation and experience are appropriate to teaching.

I have requested my graduate transcript be sent to the Provost's office. Request was made on \_\_\_\_\_ .  
(Date)

**PLEASE READ AND SIGN BELOW**

*The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not, and is not intended to be, a contract of employment, nor does this application obligate Virginia Wesleyan University in any way if VWU decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice at any time for any reason or no reason. No one other than an officer of Virginia Wesleyan University has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Please return this application and all support materials to:  
**Dr. Timothy O'Rourke, Provost and Vice President for Academic Affairs**  
**Virginia Wesleyan University**  
**5817 Wesleyan Drive**  
**Virginia Beach, Virginia 23455**