



VIRGINIA WESLEYAN UNIVERSITY

APPLICATION FOR EMPLOYMENT

Personal

Date _____

Name _____ Social Security No. _____
Last First Middle

Present Address _____ Phone _____
Street City State, Zip

Are you legally eligible for employment in the U.S.A.? Yes ___ No ___ (If yes, verification will be required upon employment.)

Are you of the legal age to work? _____ Position(s) applied for _____

Were you previously employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying?
(Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage.)

Record of Education

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
			5	6	7	8		
Elementary		X	5	6	7	8		X
High			1	2	3	4		
College			1	2	3	4		
Other (Specify)			1	2	3	4		

LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

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	Mo.	Yr.	Mo.	Yr.				
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	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed _____

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s).

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

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.

Signature of Applicant

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED-OFF AREA. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data.
DO NOT ANSWER ANY QUESTION CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION, thereby indicating that for the position for which you are applying, the requested information is needed for a legally permissible reason, including, without limitation, national security requirements, affirmative action, a bona fide occupational qualification or business necessity.

- Previous address _____
- Are you over the age of eighteen? _____ If no, hire is subject to verification that you are of minimum legal age.
- Sex: M _____ F _____ Height: _____ ft _____ in. Weight: _____ lbs.
- Are you a citizen of the U.S.A.? _____
- Were you in U.S. Armed Forces? Yes _____ No _____ If yes, what Branch? _____
- Did you receive any training in the U.S. Armed Forces that is relevant to the position applied for? (If yes, describe.) _____

- Are you a Vietnam veteran? _____
- Are you eligible to be bonded? _____
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past seven years which has not been annulled or expunged or sealed by a court? _____ If yes, describe in full _____

Conviction of a crime will not be an absolute bar to employment.

- You have been given a written job description listing the essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following question. Are you able to perform each of the essential job functions listed for each position for which you have applied? _____ If no, list the function(s) you are unable to perform and explain why you are unable to perform them. _____

Employer may list other bona fide occupational questions on lines below:

- _____
- _____

APPLICANT – Do not write on this page.

FOR INTERVIEWER’S USE

INTERVIEWER	DATE	COMMENTS

REFERENCE CHECK

*POSITION NUMBER	RESULTS OF REFERENCE CHECK
I	
II	
III	
IV	

*See Page 2