Application
for Employment

Ottawa University

Prepare for a Life of Significance™

Application for Employment

Ottawa University
Prepare for a Life of Significance™
1001 South Cedar Street, #155
Ottawa, KS 66067-3339
785-242-5200
Fax: 785-242-4645
E-mail: ouhr@ottawa.edu

please print

Personal Information

Last Name _____ First Name _____ Middle Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Home Phone _____ Mobile Phone _____

E-mail Address _____

Position applying for (Please specify. Failure to indicate the specific position desired or indicating "any" position will not be deemed an application for employment.): _____

Are you eligible for employment in the USA for the position you are seeking? ❑ Yes ❑ No _____ Date available to begin work

Are you available to work on: ❑ Full-time basis ❑ Part-time basis ❑ Temporary Basis

Please specify schedule limitations: _____

Have you plead guilty or "no contest" to, or been convicted of, a misdemeanor or felony in the last seven (7) years ? ❑ Yes ❑ No

Answering yes to the preceding question does not constitute a automatic bar to employment. Factors such as age and time of offense, seriousness and nature of violation, nature of position sought, rehabilitation, and applicable state law regarding the use of criminal history information will be taken into account.

Were you previously employed by Ottawa University? ❑ Yes ❑ No If yes, when? _____

Were you referred to Ottawa University by someone? ❑ Yes ❑ No If yes, by whom? _____

List relatives employed by Ottawa University _____

Education

Name and Location	Course of Study	Dates of Attendance	Graduated		
			Yes / No	Mo / Yr	Degree
High School:					
College:					
Other:					

Employment History

Please complete this section in its entirety. Attaching a resume is insufficient. Failure to do so may disqualify your application from future consideration. Please list your last four employers, listing your most current employer first.

Name of Company _____

Address _____

Job Title _____ Phone (____) _____ Supervisor _____

Date Started _____ Date Left _____ Salary $ _____

Job Description _____

_____

Reason for Leaving _____

May we contact this employer? ❑ Yes ❑ No

Name of Company _____

Address _____

Job Title _____ Phone (____) _____ Supervisor _____

Date Started _____ Date Left _____ Salary $ _____

Job Description _____

_____

Reason for Leaving _____

May we contact this employer? ❑ Yes ❑ No

Name of Company _____

Address _____

Job Title _____ Phone (____) _____ Supervisor _____

Date Started _____ Date Left _____ Salary $ _____

Job Description _____

_____

Reason for Leaving _____

May we contact this employer? ❑ Yes ❑ No

Name of Company _____

Address _____

Job Title _____ Phone (____) _____ Supervisor _____

Date Started _____ Date Left _____ Salary $ _____

Job Description _____

_____

Reason for Leaving _____

May we contact this employer? ❑ Yes ❑ No

Additional Information

Use this space to summarize any additional information necessary to fully describe your qualifications. This will include any special training, computer skills or previous experience that will better help us to understand what qualifies you for the position you are seeking.

References

Please list the name, address and telephone number of a minimum of three professional references not related to you.

Name _____ Occupation _____

Address _____ (_____) Phone _____

Name _____ Occupation _____

Address _____ (_____) Phone _____

Name _____ Occupation _____

Address _____ (_____) Phone _____

Name _____ Occupation _____

Address _____ (_____) Phone _____

Please Read

I acknowledge this application is current for only thirty (30) days. At the conclusion of this time, if I have not heard from a representative of the University, and still wish to be considered for employment, I understand it will be necessary for me to complete a new application.

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge, and I understand that any false information or omission of facts called for in this form is grounds for refusal to hire or discharge from employment. I authorize the verification of all statements on this application, including past work experience and school references. I understand that, if considered for hire, I may be subject to a criminal and financial check.

I understand that, if hired, I will be required to comply with all University policies. I also acknowledge that Ottawa University is an "at-will" employer and employment is not guaranteed for any specific period of time, unless modified by an express, written contract signed by the employee and appropriate Ottawa University official.

Important Information

E-mail ouhr@ottawa.edu or mail this application to: **Ottawa University**
Department of Human Resources
1001 South Cedar Street, #155 • Ottawa, KS 66067
785-242-5200 • Fax: 785-242-4645

Date_____ Signature _____

Ottawa University is committed to equal employment opportunity and does not unlawfully discriminate in recruitment or employment on the basis of race, age, sex, color, religion, disability, national origin, sexual orientation, genetic information or any other characteristic protected by law.