

# Application for Employment

# Application for Employment

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

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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](mailto: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, ethnicity, family and marital status, genetic information or any other characteristic protected by law.