

APPLICATION FOR EMPLOYMENT TO



Oakland City University is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, sex, national origin, disability, genetic information, age, or military or veteran status in accordance with federal law. In addition, Oakland City University complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. Oakland City University also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

Please carefully read all the questions. Answer all questions fully, honestly and completely. Do not leave any questions blank. If the question does not apply to you, print "n/a" to indicate that the question is "not applicable." Any false, misleading or incomplete answers may result in immediate disqualification of consideration for employment or termination of subsequent employment.

Your employment application will be considered active for one year. You must reapply if you wish to be considered for employment beyond this period of time.

If information is noted on resume, please check the box and skip to next section.

Today's Date: _____ Position/s Applied For: _____

Last Name: _____ First Name: _____ Middle: _____

Address/Phone/Email noted on resume?

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Best time to reach: _____

Email: _____ Salary Required: _____

Type of Employment: _____ Have you previously employed by OCU?

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Oakland City University will verify the status of every individual offered employment with the Company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

PLEASE SELECT YES OR NO TO THE FOLLOWING:

Are you legally authorized to work in the United States?

Are you at least 18 years old? If no, can you furnish a work permit?

Do you presently face charges for, or have you ever been convicted of, or pled guilty or nolo contendere, to a criminal offense that has not been expunged by a court*?

If yes, please provide description of offense: _____

*Convictions will not necessarily disqualify applicants since the nature and date of the offense and the job for which you are applying are also considered.

Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation?

Have you ever been discharged or asked to resign from a job?

If yes, please explain: _____

Do you have a valid driver's license?

Driver's License Number _____

Have you had your driver's license suspended or revoked in the last 3 years?

If yes, please explain: _____

EDUCATION & TRAINING Included on resume

| | School Name | City/State | Attended Date | Graduated | Degree Type/ Major |
|---------------|-------------|------------|---------------|-----------|-----------------------|
| High School: | | | to | | |
| College/Univ: | | | to | | |
| College/Univ: | | | to | | |

List and other education, training, certification, and/or licenses pertinent to this position:

EMPLOYMENT HISTORY (Beginning with Most Recent – please account for all periods of time including military service and any periods of unemployment. If self-employed, give name and supply business references) Included on resume

| | | | | | | | |
|-----------------------------|-----|--------------|--|---------------------|--|------|--|
| Most Recent Employer | | Company Name | | Job Title: | | | |
| Address: | | City: | | State: | | Zip: | |
| Supervisor: | | | | Duties: | | | |
| From: | To: | Phone Number | | Reason for leaving: | | | |

| | | | | | | | |
|--------------------------|-----|---------------|--|---------------------|--|------|--|
| Previous Employer | | Company Name | | Job Title: | | | |
| Address: | | City: | | State: | | Zip: | |
| Supervisor: | | | | Duties: | | | |
| From: | To: | Phone Number: | | Reason for leaving: | | | |

| | | | | | | | |
|--------------------------|-----|---------------|--|---------------------|--|------|--|
| Previous Employer | | Company Name | | Job Title: | | | |
| Address: | | City: | | State: | | Zip: | |
| Supervisor: | | | | Duties: | | | |
| From: | To: | Phone Number: | | Reason for leaving: | | | |

Included on resume

| Professional Licenses: | | | | | |
|------------------------|--|-------------------------|--|-----------------|--|
| Type of License: | | State Granting License: | | License Number: | |
| Type of License: | | State Granting License: | | License Number: | |

Included on resume

| Personal References: | | |
|------------------------------|----------|--------------------------------------|
| Name: | Address: | Phone Number: |
| How do you know this person? | | How long have you known this person? |
| | | |
| Name: | Address: | Phone Number: |
| How do you know this person? | | How long have you known this person? |
| | | |
| Name: | Address: | Phone Number: |
| How do you know this person? | | How long have you known this person? |
| | | |

DISCLOSURE REGARDING REFERENCE CHECKS

Oakland City University will obtain information about you from your employment and personal references.

Signature

Date