



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

***All information must be completely and accurately filled out before application will be accepted and considered for interview.**

(Print or Type in Black Ink)

Social Security #: _____ Application Date: _____

Last Name: _____ First Name: _____ Initial: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Business Telephone: _____

Fax: _____ Email: _____

Type of Employment Seeking: Full-time () Part-time () Temporary () Position Seeking: _____

Earliest Date Available for Employment: _____ How did you learn of the position? _____

Have you ever been employed at Capital University? () Yes () No

If so, give position, dates of employment and reason for leaving: _____

List all relatives currently employed by the university:

Name: _____ Department: _____

Name: _____ Department: _____

Are you a United States Citizen? () Yes () No

If you are not a citizen, are you prevented from lawfully becoming employed because of visa or immigration status? () Yes () No

Have you ever failed to obtain reappointment, dismissed or forced to resign from employment? () Yes () No

If yes, give date, name of institution/organization/employer and detail any denial of promotion, non-renewal or dismissal: _____

Have you ever been convicted of a felony or drug charge or are any felony or drug charges now pending against you? () Yes () No

If yes, give date, place, charge and disposition: _____

***Note: No applicant will be rejected necessarily because of conviction of criminal offense. Date and nature of offense, and applicant's other qualifications will be considered.**

EDUCATION AND SKILLS

Institution	Degree	Year Awarded (optional)	Discipline	Major & Minor Fields of Study
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please indicate any professional, craft, office or other skills and abilities you possess (i.e. word processing, mechanical, etc.)

Skill	Type of Training	Years Experience
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT HISTORY

List previous employers starting with present or most recent employer, working back chronologically (you may attach a resume for additional information)

Are any work records under another name? () Yes () No If yes, please list name:
Name of employer: Telephone number:
Address: City: State: Zip:
Position Held: Immediate supervisor:
Duties:
Dates of employment: From: to Final salary \$:
Reason for leaving:

Are any work records under another name? () Yes () No If yes, please list name:
Name of employer: Telephone number:
Address: City: State: Zip:
Position Held: Immediate supervisor:
Duties:
Dates of employment: From: to Final salary \$:
Reason for leaving:

Are any work records under another name? () Yes () No If yes, please list name:
Name of employer: Telephone number:
Address: City: State: Zip:
Position Held: Immediate supervisor:
Duties:
Dates of employment: From: to Final salary \$:
Reason for leaving:

PROFESSIONAL REFERENCES (LIST TWO)

1. Name:
Address:
Phone: Occupation:
2. Name:
Address:
Phone: Occupation:

APPLICANT STATEMENTS

I affirm that the information provided in this application, in my resume and in other documents submitted is true and complete
I understand that providing false or misleading information, of failing to provide material information, may be grounds for rejecting the application or for terminating employment. I authorize Capital University to investigate all statements on this application and documents submitted in support of my application.
I authorize any reference, educational institution, former employer or current employer representative contacted by Capital University to provide any information they may have about me, and I release them from all liability for providing such information to Capital. This authorization does not apply to medical information, other than current use of illegal drugs, before a position has been offered to me.
Applicant's Signature: Date:
Capital University is an Equal Opportunity Employer. Capital does not discriminate on the basis of race, color, religion, gender, age, disability, or national or ethnic origin in admission, employment, programs or activities.