

APPLICATION FOR EMPLOYMENT

WITH

WILKES UNIVERSITY

(Application Limited to the Opening Specified)

NAME: _____

POSITION: _____

DATE: _____

(Wilkes University is an Equal Opportunity Employer. Applicants will be considered for job openings without any regard to race, sex, religion, sexual orientation, national origin, creed, age, disability and military service/veteran status.)

APPLICATION FOR EMPLOYMENT

Date: _____ Position Applied For: _____

How did you hear about this opening? _____

Date Available for Work: _____

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability and knowledge. Please type or print and use a pen. Your qualifications will be carefully reviewed, and you will be given thorough consideration for the vacancy/position for which you have applied. Upon employment, this application will become part of your permanent record with us. Keep this in mind as you complete it. **Special Note:** You are not required to supply any information that is prohibited by Federal, State or Local law. We are an Equal Opportunity Employer.

PERSONAL:

Name _____ Telephone No. () _____
First M.I. Last

Street _____ Box _____ City _____ St _____ Zip _____

Previous Address _____ Social Security No. _____

Other names you have used: _____ Are you 18 year of age or older? _____ Yes ___ No

Are you legally entitled to work in the United States? _____ Yes _____ No
(You will be required to provide proof of identity and eligibility to work in the U.S. if hired)

Have you ever been convicted of or pleaded guilty or Nolo Contendere (no contest or an Alford plea) to any felony?
_____ Yes _____ No

The fact you have been convicted of a crime will not automatically disqualify you from further consideration for employment.)
If "yes" please describe in detail and attach to application.

EDUCATION:

High School (Name) _____

Address _____

Did you graduate? _____ If no, last grade completed ____ G.E.D. Obtained? _____
Grade Average _____

College: _____

Address: _____

Telephone No. _____

College: _____

Address: _____

Telephone No. _____

Did you graduate? _____ If no, number of hours completed _____

Grade Point Average _____ Degree _____

Major _____ Minor _____

Other Education _____

Certifications _____

Awards, Honors, Leadership Roles _____

Foreign Languages _____

MILITARY: _____ not applicable

List service in U.S. Military: From _____ to _____ Branch _____

Rank at Discharge _____

Military experience that may be applicable _____

GENERAL EMPLOYMENT INFORMATION:

1. List all specialized skills with which you have experience and training. (Example: PC/MAC applications):

2. Were you previously employed by us? _____

If yes, when? _____ to _____

3. Present Salary: _____ hr/week/year.

Salary Expected: _____ hr/week/year.

Number of hours available per week? _____ No preference.

4. Type of Employment sought: regular full time regular part time

temporary seasonal

5. Which of these times are you available?

Days Yes No

Nights Yes No

Weekends Yes No

Holidays Yes No

6. List here names of relatives currently in our employ: _____

7. In case of emergency, notify _____
Telephone Number _____

8. Can you travel if a job requires it? Yes No

EXPERIENCE: PLEASE PROVIDE INFORMATION AS REQUESTED. **DO NOT USE "SEE RESUME."**

List below all present and past employment beginning with your most recent employer. Please attach a separate sheet of paper if you have additional prior employers.

1. Employer _____
Address _____ Last Salary _____ per hour or week
Kind of business _____ Supervisor _____
Job Title _____ Tele. No. _____
Reason for Leaving Quit Discharge Retired Layoff Other
Dates Employed _____ to _____

2. Employer _____
Address _____ Last Salary _____ per hour or week
Kind of business _____ Supervisor _____
Job Title _____ Tele. No. _____
Reason for Leaving Quit Discharge Retired Layoff Other
Dates Employed _____ to _____

3. Employer _____
Address _____ Last Salary _____ per hour or week
Kind of business _____ Supervisor _____
Job Title _____ Tele. No. _____
Reason for Leaving Quit Discharge Retired Layoff Other
Dates Employed _____ to _____

4. Employer _____
Address _____ Last Salary _____ per hour or week
Kind of business _____ Supervisor _____
Job Title _____ Tele. No. _____
Reason for Leaving Quit Discharge Retired Layoff Other
Dates Employed _____ to _____

May we contact your current employer? Yes No

ACTIVITIES:

Please list any information which you feel may be helpful in considering your application. For example: significant work accomplishments, special training, specific interests, etc.

Please list affiliations with professional, civic organizations which you consider relevant to your ability to perform the job for which you are applying.

CURRENT/PRIOR CONTRACTUAL OBLIGATIONS:

Do you have any contractual obligations relating to a prior employer or client, such as a Confidentiality and/or Non-Compete Agreement? _____ Yes _____ No If so, please list the agreements, dates and employers/clients involved.

EMPLOYMENT REFERENCE:

Please list below three references who can attest to your skills, knowledge and experience, that will contribute to your success in the position for which you are applying.

NAME _____

ADDRESS _____

TELEPHONE () _____

OCCUPATION _____

NAME _____

ADDRESS _____

TELEPHONE () _____

OCCUPATION _____

NAME _____

ADDRESS _____

TELEPHONE () _____

OCCUPATION _____

APPLICATION LIMITED TO OPENING SPECIFIED

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby affirm that my answers to the foregoing questions are true and correct. I authorize Wilkes University to conduct whatever investigation it deems necessary to confirm the answers submitted on this application. If the investigation concludes that I provided any untrue information, this will serve as sufficient grounds to immediately terminate the application process, or immediately terminate my employment regardless of when the discovery occurs.

I understand and agree that my employment is "at will" for no definite period and may, regardless of the period of payment and wages or salary, be terminated at any time for any reason without any previous notice. I further understand that no University official has made any promises to the contrary or guaranteed me employment for any specified period of time, or has the authority to make such promise/guarantee, and that no employee handbook or policy may be construed to the contrary or interpreted as a contract or guarantee of employment.

I also authorize any of my former employers to furnish Wilkes University with their record of my services, my reason for leaving their employ, and any other information they may have concerning me. I hereby release any of my former employers from any all liability for any damages in furnishing said record.

I agree that if I am employed by Wilkes University, a full transcript of my records as an employee, including reason for termination, may be given to a prospective future employer on its request, and do hereby release Wilkes University from any and all liability or damages whatsoever in furnishing such information.

I agree to abide by the rules and policies of Wilkes University.

Upon separation of employment, I authorize Wilkes University to withhold from my final paycheck, vacation and expense checks any, and all monies owed to Wilkes University by me at the time of my termination.

The use of this application form does not indicate that there are any positions available, and in no way obligates Wilkes University.

I agree that any claim or lawsuit relating to this application, my service or employment with Wilkes University or its affiliates, whether relating to contracts or federal or state statutory claims, must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit unless filed under a federal or state statute with a shorter statute of limitations. I specifically waive any federal and state statutes of limitations to the contrary.

Date: _____ Signature: _____