

APPLICATION FOR EMPLOYMENT

Central Methodist University is an Equal Opportunity Employer. It is the policy of CMU to ensure equal employment opportunities for all applicants and employees in regards to our employment practices. Personnel policies and procedures are designed and administered without regard to race, religion, color, sexual preference, ethnicity, disability, genetic information, age, sex, or any other protected class, except where age or sex is a bona fide occupational qualification.

Position(s) applied for: _____ Date: _____

Personal Information

First Name: _____ Last Name: _____

Address: _____ Email Address: _____

City: _____

State: _____ Zip Code: _____

Mobile Phone: _____ Work Phone: _____

(check your preference)

Are you now or have you been employed by Central Methodist University? Yes No

If yes, list dates: _____

Are you related to anyone currently employed by Central Methodist University? Yes No

If yes, list name and relationship: _____

Are you authorized to work in the United States? Yes No

If employed, you must show documents that prove your identity and employment eligibility

Will you now or in the future require sponsorship for employment visa status (e.g.H-1Bvisa status)? Yes No

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please explain: _____

(Disclosure of a criminal record will not necessarily disqualify you from employment consideration. Each offense will be evaluated on its own with respect to time, circumstance and seriousness in relation to the job for which you are applying.)

Do you currently hold a valid driver license? Yes No

Educational Record

High School

Name & Address: _____

Course of Study: _____

Years Completed: _____ Diploma/Degree: _____

Vocational / Technical

Name & Address: _____

Course of Study: _____

Years Completed: _____ Diploma/Degree: _____

College

Name & Address: _____

Course of Study: _____

Years Completed: _____ Diploma/Degree: _____

Other

Name & Address: _____

Course of Study: _____

Years Completed: _____ Diploma/Degree: _____

Related Skills/Certifications

List technical or specialized skills relevant to this position

Employment History

List ALL relevant employment history starting with the most current position held, including any volunteer experience or experience obtained in military service. Please explain gaps in employment. You may attach a resume, but you must complete the employment section in its entirety. Failure to answer all items in the following section may eliminate you from further consideration.

Most Recent Employer

Name: _____

Job Title: _____

Address: _____ Telephone: _____

Name and Title of Supervisor: _____

Dates Employed _____ Salary: _____

Reason for Leaving: _____

May we contact for references? Yes No

Describe your duties in detail: _____

Previous Employer

Name: _____

Job Title: _____

Address: _____ Telephone: _____

Name and Title of Supervisor: _____

Dates Employed _____ Salary: _____

Reason for Leaving: _____

May we contact for references? Yes No

Describe your duties in detail: _____

Previous Employer

Name: _____

Job Title: _____

Address: _____ Telephone: _____

Name and Title of Supervisor: _____

Dates Employed _____ Salary: _____

Reason for Leaving: _____

May we contact for references? Yes No

Describe your duties in detail: _____

Professional References

(Please list three people that can attest to your skills and abilities relating to the position applied for)

Reference 1

Name & Position: _____

Organization Address: _____

Phone Number: _____ Email: _____

Reference 2

Name & Position: _____

Organization Address: _____

Phone Number: _____ Email: _____

Reference 3

Name & Position: _____

Organization Address: _____

Phone Number: _____ Email: _____

PLEASE READ CAREFULLY AND SIGN – I certify that all information I have provided on this application is true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would affect this application unfavorably. I understand that the willful omission of pertinent material facts or falsification of any information in this application is grounds for refusal to hire me or termination without notice.

I understand and agree that neither this document nor any offer of employment from Central Methodist University constitutes an employment contract unless a specific document to that effect is executed in writing. If an employment relationship is established, I understand that both Central Methodist University and I may terminate my employment at any time for any reason. For all purposes, I will be an “at-will” employee. The “at-will” status can be changed only by a written agreement signed by the President. No employee, manager or other agent of the University has the authority to enter into any agreement, oral, written or otherwise, which alters the at-will policy.

I authorize Central Methodist University to make such investigations and inquiries of my personal, employment, financial, driving, or criminal history and other matters related to verifying information on this application as may be necessary in arriving at an employment decision. I hereby release Central Methodist University, employers, schools, or persons from all liability in responding to inquiries in connection with my application.

I acknowledge that by typing my name, it will serve as my signature

Applicant’s Signature: _____

Date: _____