



EMPLOYMENT APPLICATION FORM

Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist Church affiliated institution, preference in hiring shall be given to persons who can affirm the institution's mission.

PLEASE PRINT or TYPE all information requested, except for your signature. This application for employment is good for sixty (60) days from the date of your signature.

PERSONAL INFORMATION

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_ Job Sought: \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Best Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date Available to Start Work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired Hourly or Annual Salary: \$\_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation (see the Job Description)?	Yes __ No __
Are you able to work the schedule and travel requirements of the job for which you are applying (see the Job Description)?	Yes __ No __
Are you legally eligible for employment in the United States? In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.	Yes __ No __
Are you at least 18 years or older? If no, you may be required to provide authorization to work.	Yes __ No __
Have you been employed at KWU before? If yes, please list dates of employment and job(s) held in the following space:	Yes __ No __
How did you learn about this job?	

**EDUCATION AND TRAINING:** Please list your education and/or training. On the table below, list the last school attended or from which you received your degree for each category. **You may wish to include a cover letter, resume, and/or a Curriculum Vitae (CV) with this application to more thoroughly explain your education and how it qualifies you for the job for which you are applying.**

<u>High School/GED</u>	<u>City, State</u>		<u>Graduated?</u> Yes ___ No ___
<u>Community College or Technical College</u>	<u>City, State</u>	<u>Field of Study</u>	<u>Graduated?</u> Yes ___ No ___
<u>Undergraduate</u>	<u>City, State</u>	<u>Field of Study</u>	<u>Graduated?</u> Yes ___ No ___
<u>Masters</u>	<u>City, State</u>	<u>Field of Study</u>	<u>Graduated?</u> Yes ___ No ___
<u>Doctorate</u>	<u>City, State</u>	<u>Field of Study</u>	<u>Graduated?</u> Yes ___ No ___
<u>Other</u>	<u>City, State</u>	<u>Field of Study</u>	<u>Graduated?</u> Yes ___ No ___

**Licenses, Designations, and/or Certifications:** Do you hold any licenses, designations, or certifications which are relevant to the job for which you are applying? If so, please list and describe:

**Memberships:** Do you belong to any professional, trade, business, or civic organizations which are relevant to the job for which you are applying? If so, please list and describe them, however you do not need to disclose membership in organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran states, or any other protected status.

**Other Qualifications:** Please list any experiences, skills, and/or training that allows you to meet the specific qualifications listed for this job in the Job Description and/or would enhance your ability to perform the job for which you are applying?

EMPLOYMENT HISTORY: List your work experience in reverse chronological order beginning with your current or most recent job. List your last five employers (including military service) or your last fifteen years of work history whichever is LESS. We will not contact former employers without first notifying you of our intent to do so. **You may wish to include a cover letter, resume, and/or a Curriculum Vitae (CV) with this application to more thoroughly explain your employment history and how it qualifies you for the job for which you are applying.** If any employment was under a different names, please indicate the name(s):

Most Recent Job	Dates of Employment (mm/yy – mm/yy)	Name of Employer	
	Last Job Title and Other Job Titles Held While Employed		Last Annual Salary?
	Reason for Leaving?		

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	Reason for Leaving?		

**APPLICANT'S CERTIFICATION AND AGREEMENT: Please read the following statement carefully before signing.**

I hereby certify that the facts set forth in this employment application (and on the accompanying cover letter, resume/CV, and other documents, if any), are true and complete to the best of my knowledge. I also agree that falsification or significant omission of information required in this application, supporting application documents, or in the application process may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying cover letter, resume/CV, and other documents, if any), to give Kansas Wesleyan University any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and Kansas Wesleyan University, from liability for any damage that may result from furnishing same to Kansas Wesleyan University.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Kansas Wesleyan to hire me. I understand that should an employment offer be extended to me, and accepted, that I will fully adhere to the policies, rules, and regulations of employment of Kansas Wesleyan University. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any initial employment offered is "at will" and that either I or Kansas Wesleyan University may terminate my employment at any time with or without notice or cause unless a specific written contract is offered and signed by the President of Kansas Wesleyan University. I further understand that no manager or representative of Kansas Wesleyan University other than the President of Kansas Wesleyan University has any authority to enter into any agreement, oral or written, on behalf of Kansas Wesleyan University for a term of employment or to make any assurance or promise of continued employment. I understand and acknowledge that if offered employment a background check (a consumer and/or investigative report) will be required prior to employment.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant (may be electronic)

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

If the applicant is unable to personally or electronically sign this application, then putting a check mark in the following box constitutes the applicants certification and agreement of the provisions of this Application Form.