



Employment Application

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Date Available: Desired Salary:

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Do you possess a driver's license? YES NO If yes, list state and number.

Have you worked for this organization? YES NO If yes, when?

Have you been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

College: Address:

From: To: Did you graduate? YES NO Degree:

College: Address:

From: To: Did you graduate? YES NO Degree:

References

Please list three references, two professional and one personal.

Full Name: Relationship:

Company: Phone:

Address:

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Work Experience

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities:

From: _____ To: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities:

From: _____ To: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities:

From: _____ To: _____

May we contact your previous supervisor for a reference? YES NO

Other Special Skills

Please list other skills you may have, e.g. fluency in other languages, licenses, computer knowledge, special training required for the position for which you are applying, etc.

Disclosures and Waivers

Please read each section carefully and sign where indicated.

NON-DISCRIMINATION POLICY

Allen University is committed to the principle of equal opportunity in employment. We do not discriminate on the basis of sex, race, color, creed, national origin, age, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

CERTIFICATION OF TRUTH AND ACCURACY

The applicant certifies that that the information in this application is true, complete and accurate. The applicant understands that false answers, or statements, or significant omissions made on this form shall be sufficient cause for denial of employment or discharge if hired.

NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION

Allen University or any of its affiliates and at its discretion is authorized to conduct applicant background checks to evaluate all information of concern as to the applicant's records. The applicant releases employers and persons named on the job application from all liability for any damages on account of his/her furnishing said information.

Additionally, Allen University is authorized to examine the applicant's personal history and educational background as well as military, motor vehicle, and criminal records through an investigative or credit agency or bureau of its choice. The applicant authorizes the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required.

Completing the background check is a requirement. The nature of a negative background check can be grounds for dismissal, even if the applicant has received a job offer and been hired by the university. The signature below certifies that the applicant possesses the intellectual, emotional, and physical capacity to perform the job for which he or she is applying.

Signature: _____ Date: _____

Notification and Authorization to Conduct Employment Background Investigation

I hereby authorize Justifacts Credential Verification, Inc, an Agent for Allen University to ascertain information regarding my background to determine any and all information of concern to my record and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information. I understand that this form indicates that a background search will be conducted and that this is my notification of that intent. I understand that the purpose of this background investigation is to determine my suitability for employment and may elicit information on my character, general reputation, personal characteristics and mode of living. Additionally, you are hereby authorized to make any investigation of my personal history, employment history, educational background, military record, motor vehicle records and criminal records through an investigative or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. I understand that my consent will apply throughout my employment, unless I revoke or cancel my consent by sending a signed letter or statement to the Company at any time, stating that I revoke my consent and no longer allow the Company to obtain consumer or investigative consumer reports about me.

PLEASE PRINT CLEARLY

FULL NAME: _____

OTHER NAMES USED/MAIDEN NAME/DATES: _____

CURRENT ADDRESS: _____ PHONE: _____

LIST ALL ADDRESSES FOR PAST 7 YEARS:

_____ Dates: _____

_____ Dates: _____

_____ Dates: _____

EMAIL ADDRESS: _____ GENDER: _____

PHONE #: _____ SECONDARY PHONE #: _____

SOCIAL SECURITY #: _____ DATE OF BIRTH: _____

DRIVER'S LICENSE #: _____ STATE ISSUED: _____

*MAY WE CONTACT YOUR CURRENT EMPLOYER? YES ___ NO ___

*HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES ___ NO ___

Notice to California Applicants: By signing below, you acknowledge receiving the "Notice to California Residents". You may omit any arrest, detention, processing, diversion, supervision, adjudication, or court disposition that occurred while you were subject to the process and jurisdiction of a juvenile court of law. You may also omit minor traffic offenses, any convictions which have been sealed, expunged or statutorily eradicated, convictions more than two years old for the following marijuana related offenses: HS11357b&c, HS11360c, HS11364, HS11365, HS11550, and misdemeanors for which probation was completed and the case was judicially dismissed.

Notice to Massachusetts Applicants: You may omit a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or any conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting there from, whichever date is later, occurred five or more years prior to the date of this application for employment, unless you have been convicted of any offense within five years immediately preceding the date of this application for employment.

Note: No applicant will be denied employment solely on the grounds of conviction of a crime. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position will be considered.

If yes, please explain: _____

SIGNATURE: _____ **DATE:** _____

The information provided and obtained from the background verification process will be used for employment purposes only and will not be shared with any other party.

California, Minnesota & Oklahoma Applicants Only: Please check this box if you would like a copy of the background check mailed to you. Minnesota and Oklahoma residents will receive a copy direct from Justifacts or its designee. California residents may receive a copy from either the prospective employer or Justifacts.

NOTICE: Under federal law, you have the right to request disclosure of the nature and scope of our investigation by providing us with a written request within 60 days of our background investigation.

Subscriber certifies that consumer reports, as defined by the Fair Credit Reporting Act, 15 U.S.C. 1681 at seq. ("FCRA"), will be ordered only when intended to be used as a factor in establishing a consumer's eligibility for employment and that consumer credit information will be used for no other purposes. It is recognized and understood that the FCRA provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency" (such as Justifacts) "under false pretenses shall be fined not more than \$2,500 or imprisoned not more than two years or both.