



Employment Application

Personal Information

Name: _____ Date: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ E-Mail: _____

The furnishing of your social security number is voluntary. The number is used for preventing the confusion of records of candidates with similar names; for background check when the application is for security or financial positions; and, upon hire, for subsequent identification purposes.

SSN: _____

List clerical experience (i.e., answer phones, typing, filing, etc.): _____

List software application experience/computer skills/mechanical, construction, or other skills: _____

Days and Time Available for Work:

| Day | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|---------|-----------|----------|--------|----------|
| A.M. | | | | | | | |
| P.M. | | | | | | | |

Total Hours of Work Available Per Week: _____ Date of Availability: _____

Employment Eligibility

Are you a U.S. citizen? Yes No

*If no, are you allowed to work in the U.S.? Yes No

Have you ever worked for this employer? Yes No

*If yes, write the start and end dates: _____



Have you ever been convicted of a felony? Yes No

*If yes, please explain:

Education

High School: _____ City/State: _____

Graduate: Yes No Diploma: Yes No

College: _____ City/State: _____

Major: _____ Graduate: Yes No

*If no, what year are you currently in: _____

Employment History:

(Please list your work history below beginning with your present or most recent job.)

1. Employer: _____ Phone number: _____

Type of Business: _____ Supervisor: _____

Employed from: _____ to: _____ May we contact: Yes No

Duties: _____

Reason for leaving: _____

2. Employer: _____ Phone number: _____

Type of Business: _____ Supervisor: _____

Employed from: _____ to: _____ May we contact: Yes No

Duties: _____

Reason for leaving: _____



3. Employer: _____ Phone number: _____

Type of Business: _____ Supervisor: _____

Employed from: _____ to: _____ May we contact: Yes No

Duties: _____

Reason for leaving: _____

4. Employer: _____ Phone number: _____

Type of Business: _____ Supervisor: _____

Employed from: _____ to: _____ May we contact: Yes No

Duties: _____

Reason for leaving: _____

References: (Name, business, relationship, telephone)

1. _____

2. _____

3. _____

To the best of my knowledge, all information on this application is true and correct. I authorize Wichita State University to use the information given in determining my eligibility for employment, including contacting each of my former employers listed concerning my qualifications for employment. Permission also is granted to each of my former employers to give Wichita State University information they may have with respect to my work experience with them. I understand that fraudulent statements made in this application may be cause for disqualification for employment at or dismissal from Wichita State University.

Signature: _____ Date: _____

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