



# William Woods University

Human Resources Office  
William Woods University  
One University Avenue  
Fulton, MO 65251-1098

## Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or another legally protected status.

**Please Print:**

Position(s) applied for		Date of application	
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Other _____			
Last name		First name	Middle name
Street Address		City	State      Zip
Telephone number(s)		Social	security number

If you are under 18 years of age, can you provide required proof of your eligibility to work?..... Yes     No

Have you ever filed an application with us before?.....  Yes     No  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?..... Yes     No  
If Yes, give date \_\_\_\_\_

Are you currently employed?..... Yes     No

May we contact your present employer?..... Yes     No

Are you prevented from becoming lawfully employed in this country because of Visa or Immigration Status?..... Yes     No  
(Proof of citizenship or immigration status required upon employment)

On what date would you be available for work?.....\_\_\_\_\_

Are you available to work:     Full time     Part time     Summer     Temporary: from \_\_\_\_\_ through \_\_\_\_\_

Are you currently on "layoff" status and subject to recall?..... Yes     No

Can you travel if your job requires it?..... Yes     No

Have you been convicted of a felony within the last 7 years?..... Yes     No  
(Conviction will not necessarily disqualify an applicant from employment)

If Yes, please explain \_\_\_\_\_

## William Woods University is an Equal Opportunity Employer Employment Experience

Start with your present job or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, gender, national origin, disabilities or other protected status.

Employer	Dates Employed	Describe work performed
Address	From To	
Telephone	Hourly rate/salary	
Job Title Supervisor	Starting Ending	
Reason for leaving		

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If you need additional space, please continue on a separate sheet of paper.

## Educational Training

	Name and address of school	Course of study	Years completed	Diploma/ Degree
Graduate Profession				
Undergraduate College				
High School				
Elementary School				
Other (specify)				

List any foreign language you speak or write fluently, if related to the position you are applying for.

Describe any specialized training, apprenticeship and extracurricular activities. Include any job-related training received in the U.S. Military.

List professional, trade, business or civic activities and offices held. (You may exclude which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

<p>Check skills/equipment operated:</p> <p>€ IBM/IBM Compatible    € Macintosh    € Software (list) _____</p> <p>€ Typewriter    € Calculator    € Switchboard    € Postage Meter</p> <p>€ Excavating/Farm equipment (list) _____</p> <p>€ Other _____</p>
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Summarize special job-related skills and qualifications acquired from employment or other experience. State any additional information you feel may be helpful to us in considering your application.

**Note to applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying. A description of the activities involved in such a job or occupation may be obtained through the Human Resources Office.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

€ Yes € No

### References

Name	Telephone Number
Address	
Name	Telephone Number
Address	
Name	Telephone Number
Address	

### Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date