APPLICATION FOR EMPLOYMENT

WITH

WILKES UNIVERSITY

(Application Limited to the Opening Specified)

NAME: __________________________________________

POSITION: _______________________________________

DATE: _______________________

(Wilkes University is an Equal Opportunity Employer. Applicants will be considered for job openings without any regard to race, sex, religion, sexual orientation, national origin, creed, age, disability and military service/veteran status.)
APPLICATION FOR EMPLOYMENT

Date: ____________________  Position Applied For: ______________________________

How did you hear about this opening? ____________________________________________________________________________________

Date Available for Work: ________________________________

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability and knowledge. Please type or print and use a pen. Your qualifications will be carefully reviewed, and you will be given thorough consideration for the vacancy/position for which you have applied. Upon employment, this application will become part of your permanent record with us. Keep this in mind as you complete it. Special Note: You are not required to supply any information that is prohibited by Federal, State or Local law. We are an Equal Opportunity Employer.

PERSONAL:

Name __________________________________________________________ Telephone No. ( ) ____________________

First   M.I.  Last

Street __________________________________________ Box __________ City _________ St _________ Zip ____________

Previous Address __________________________________________ Social Security No. __________________________

Other names you have used: __________________________________________ Are you 18 years of age or older? ______ Yes ______ No

Are you legally entitled to work in the United States? ______ Yes ______ No

(You will be required to provide proof of identity and eligibility to work in the U.S. if hired)

Have you ever been convicted of or pleaded guilty or Nolo Contendre (no contest or an Alford plea) to any felony?

_______ Yes ________ No

The fact you have been convicted of a crime will not automatically disqualify you from further consideration for employment.)

If “yes” please describe in detail and attach to application.

EDUCATION:

High School (Name) __________________________________________

Address ________________________________

Did you graduate? ________ If no, last grade completed ______  G.E.D. Obtained? ________________

Grade Average ______

College: __________________________________________________________

Address: _________________________________________________________

Telephone No. _________________________________________________

College: _________________________________________________________

Address: _________________________________________________________

Telephone No. _________________________________________________

Did you graduate? ________ If no, number of hours completed ______

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Grade Point Average __________ Degree ____________________________________________

Major __________________________ Minor ____________________________

Other Education ____________________________________________________________

Certifications __________________________________________________________________

____________________________________________________________________________

Awards, Honors, Leadership Roles ________________________________________________

____________________________________________________________________________

Foreign Languages __________________________________________________________________

____________________________________________________________________________

**MILITARY:** _______ not applicable

List service in U.S. Military: From ____________ to ______________ Branch ____________________________

Rank at Discharge __________________________

Military experience that may be applicable ______________________________________________

**GENERAL EMPLOYMENT INFORMATION:**

1. List all specialized skills with which you have experience and training. (Example: PC/MAC applications):

   ____________________________________________________________________________

2. Were you previously employed by us? __________
   If yes, when? __________ to __________

3. Present Salary: ________________ hr/week/year.
   Salary Expected: ________________ hr/week/year.
   Number of hours available per week? __________ _________ No preference.

4. Type of Employment sought: □ regular full time □ regular part time
   □ temporary □ seasonal

5. Which of these times are you available?

   Days □ Yes □ No
   Nights □ Yes □ No
   Weekends □ Yes □ No
   Holidays □ Yes □ No

6. List here names of relatives currently in our employ: ____________________________

   ____________________________________________________________________________

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7. In case of emergency, notify ____________________________________________
   Telephone Number ____________________________________________________

8. Can you travel if a job requires it?  □ Yes  □ No

EXPERIENCE: PLEASE PROVIDE INFORMATION AS REQUESTED. DO NOT USE “SEE RESUME.”

List below all present and past employment beginning with your most recent employer. Please attach a separate sheet of paper if you have additional prior employers.

1. Employer ___________________________________________________________
   Address ____________________________________________________________
   Kind of business _____________________________________________________
   Job Title __________________________________________________________
   Last Salary ___________________ per hour or week
   Supervisor __________________________________________________________
   Tele. No. __________________________________________________________
   Reason for Leaving □ Quit □ Discharge □ Retired □ Layoff □ Other
   Dates Employed ________________ to ________________

2. Employer ___________________________________________________________
   Address ____________________________________________________________
   Kind of business _____________________________________________________
   Job Title __________________________________________________________
   Last Salary ___________________ per hour or week
   Supervisor __________________________________________________________
   Tele. No. __________________________________________________________
   Reason for Leaving □ Quit □ Discharge □ Retired □ Layoff □ Other
   Dates Employed ________________ to ________________

3. Employer ___________________________________________________________
   Address ____________________________________________________________
   Kind of business _____________________________________________________
   Job Title __________________________________________________________
   Last Salary ___________________ per hour or week
   Supervisor __________________________________________________________
   Tele. No. __________________________________________________________
   Reason for Leaving □ Quit □ Discharge □ Retired □ Layoff □ Other
   Dates Employed ________________ to ________________

4. Employer ___________________________________________________________
   Address ____________________________________________________________
   Kind of business _____________________________________________________
   Job Title __________________________________________________________
   Last Salary ___________________ per hour or week
   Supervisor __________________________________________________________
   Tele. No. __________________________________________________________
   Reason for Leaving □ Quit □ Discharge □ Retired □ Layoff □ Other
   Dates Employed ________________ to ________________

May we contact your current employer?  o  Yes  o  No

ACTIVITIES:

Please list any information which you feel may be helpful in considering your application. For example: significant work accomplishments, special training, specific interests, etc.

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Please list affiliations with professional, civic organizations which you consider relevant to your ability to perform the job for which you are applying.

____________________________________________________________________

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CURRENT/PRIOR CONTRACTUAL OBLIGATIONS:

Do you have any contractual obligations relating to a prior employer or client, such as a Confidentiality and/or Non-Compete Agreement? _____ Yes _____ No If so, please list the agreements, dates and employers/clients involved.

EMPLOYMENT REFERENCE:

Please list below three references who can attest to your skills, knowledge and experience, that will contribute to your success in the position for which you are applying.

NAME
ADDRESS

TELEPHONE ( )
OCCUPATION

NAME
ADDRESS

TELEPHONE ( )
OCCUPATION

NAME
ADDRESS

TELEPHONE ( )
OCCUPATION

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APPLICATION LIMITED TO OPENING SPECIFIED

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby affirm that my answers to the foregoing questions are true and correct. I authorize Wilkes University to conduct whatever investigation it deems necessary to confirm the answers submitted on this application. If the investigation concludes that I provided any untrue information, this will serve as sufficient grounds to immediately terminate the application process, or immediately terminate my employment regardless of when the discovery occurs.

I understand and agree that my employment is "at will" for no definite period and may, regardless of the period of payment and wages or salary, be terminated at any time for any reason without any previous notice. I further understand that no University official has made any promises to the contrary or guaranteed me employment for any specified period of time, or has the authority to make such promise/guarantee, and that no employee handbook or policy may be construed to the contrary or interpreted as a contract or guarantee of employment.

I also authorize any of my former employers to furnish Wilkes University with their record of my services, my reason for leaving their employ, and any other information they may have concerning me. I hereby release any of my former employers from any all liability for any damages in furnishing said record.

I agree that if I am employed by Wilkes University, a full transcript of my records as an employee, including reason for termination, may be given to a prospective future employer on its request, and do hereby release Wilkes University from any and all liability or damages whatsoever in furnishing such information.

I agree to abide by the rules and policies of Wilkes University.

Upon separation of employment, I authorize Wilkes University to withhold from my final paycheck, vacation and expense checks any, and all monies owed to Wilkes University by me at the time of my termination.

The use of this application form does not indicate that there are any positions available, and in no way obligates Wilkes University.

I agree that any claim or lawsuit relating to this application, my service or employment with Wilkes University or its affiliates, whether relating to contracts or federal or state statutory claims, must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit unless filed under a federal or state statute with a shorter statute of limitations. I specifically waive any federal and state statutes of limitations to the contrary.

Date: ____________________ Signature: ________________________________________

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