

FOR OFFICE USE ONLY

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Possible Work Locations	Possible Positions

Work Location _____	Rate _____
Position _____	Date _____



APPLICATION FOR EMPLOYMENT

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application. It is the policy of Lee University that no person in whatever relation to the University shall be subject to discrimination on the basis of race, color, national origin, sex, age or disability. As a religious educational institution operating under the auspices of the Church of God, Lee University is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

(Please Print Clearly)

PERSONAL Date _____

Name _____

Social Security No. _____ Telephone No. _____

Address _____

Are you legally eligible for employment in the U.S.A.? Yes No If hired, you are required to submit proof of eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes No If no, hire is subject to verification that you are of minimum legal age.

Are you able to meet the attendance requirements of the position? _____

Position(s) applied for: _____

Type of employment desired: Full Time Part Time Temporary Seasonal Educational Co-Op

Will you work overtime if required? Yes No If no, please explain _____

Have you ever been Bonded? _____

Were you previously employed by us? Yes No If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? _____

Have you been convicted of a major crime (felony) in the past 5 years? Yes No (Do not answer Yes if the conviction has been pardoned, annulled, expunged, sealed, or impounded by a court.)

If yes, please give the conviction date and nature of the offense. _____
 A conviction record will not necessarily bar employment.



EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

I	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

II	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

III	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

IV	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

Employer I? Yes No

Employer II? Yes No

Employer III? Yes No

Employer IV? Yes No

Signature: _____



RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did You Graduate?	List Diploma or Degree
			5	6	7	8		
Elementary		X					<input type="checkbox"/> Yes	X
						<input type="checkbox"/> No		
High							<input type="checkbox"/> Yes	
						<input type="checkbox"/> No		
College							<input type="checkbox"/> Yes	
						<input type="checkbox"/> No		
Other (Specify)							<input type="checkbox"/> Yes	
						<input type="checkbox"/> No		

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held (exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status).

ORGANIZATION	OFFICES HELD

May we telephone you to follow up on this application at home? Yes No If yes, what is the best time to call? _____

May we telephone you to follow up on this application at work? Yes No If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.



APPLICANT- Do not write on this page

FOR INTERVIEWER'S USE

INTERVIEWER	DATE	COMMENTS

FOR TEST ADMINISTATOR'S USE

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

REFERENCE CHECK

*Position Number	RESULTS OF REFERENCE CHECK	*Position Number	RESULTS OF REFERENCE CHECK
I		IV	
II			
III			

*See Page 2