

LAWRENCE UNIVERSITY
ATTN: HUMAN RESOURCES
711 E BOLDT WAY SPC 34, APPLETON WI 54911-5699

Application for Employment

Accommodation in completing this employment application is available upon request. *Please type or print neatly using ink.*

Date _____

Name _____
Last First Middle Initial

Address _____
No. Street
City State Zip Telephone No. _____

Are you legally eligible for employment in the U.S.A.? Yes No Are you 18 or older? Yes No

What prompted your application? Newspaper ad Friend School _____
 Website Relative Job Service Other _____

Position(s) applied for _____ Pay desired: \$ _____ per _____

Would you work: Full-time Part-time Temporary Other _____

I am available: Day Evening Night Weekends On call

List days not available: _____

If your application is considered favorably, on what day are you available to start work? _____

Have you previously applied with us? Yes No When? _____ Position(s) _____

Were you previously employed by us? Yes No When? _____ Position(s) _____

Have you ever been convicted of a felony or misdemeanor? Yes or No

If yes, please describe the crime — state nature of the crime(s), when and where convicted:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

FOR DRIVING POSITIONS:

Do you have a valid driver's license? Yes or No

Do you have auto insurance? Yes or No

List of driving violations in the past seven years:

Educational Background

School	Name and address of school	Course of study	Circle last year completed				Did you graduate?	Diploma or degree	GPA
High School			1	2	3	4	<input type="checkbox"/> Yes		
							<input type="checkbox"/> No		
Undergraduate College or University			1	2	3	4	<input type="checkbox"/> Yes		
							<input type="checkbox"/> No		
Graduate College or University			1	2	3	4	<input type="checkbox"/> Yes		
							<input type="checkbox"/> No		
Other (specify)			1	2	3	4	<input type="checkbox"/> Yes		
							<input type="checkbox"/> No		
Apprenticeship Training			1	2	3	4	<input type="checkbox"/> Yes		
							<input type="checkbox"/> No		

Skills (where applicable)

Tools/Equipment/Computer Software you are proficient in operating: _____

Professional/Trade certification or license(s) held/number/expiration date: _____

Employment History

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

This page must be completed in its entirety.

Company Name	Address	Employment dates
Position	Phone Number	Salary (circle one) Hr Wk Mo Yr
Describe your duties		Start _____ Last _____
		Name of supervisor
		Reason for leaving
①		

Company Name	Address	Employment dates
Position	Phone Number	Salary (circle one) Hr Wk Mo Yr
Describe your duties		Start _____ Last _____
		Name of supervisor
		Reason for leaving
②		

Company Name	Address	Employment dates
Position	Phone Number	Salary (circle one) Hr Wk Mo Yr
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③		

Company Name	Address	Employment dates
Position	Phone Number	Salary (circle one) Hr Wk Mo Yr
Describe your duties		Start _____ Last _____
		Name of supervisor
		Reason for leaving
④		

May we contact the employers listed above? Yes No

If not, please indicate which one(s) you do not wish us to contact:

Supplemental Information

Occasionally, the format of an application form makes it difficult for an individual to adequately summarize his or her complete background. To assist us in analyzing your background as it relates to current or projected openings, please use the space below to summarize any additional information necessary to describe your full qualifications.

References

(Two professional and one personal. No relatives/significant others.)

Name _____	Occupation _____
Address _____	Phone Number _____
Name _____	Occupation _____
Address _____	Phone Number _____
Name _____	Occupation _____
Address _____	Phone Number _____

Please Read Carefully

I certify that the information contained in this application is true, correct, and accurate to the best of my knowledge. I understand that any untrue, incorrect, misleading or omitted statements on this form may result in a decision not to hire and may result in immediate dismissal at any time in the future in the event I am employed. I further understand that failure to completely fill out this application may result in a decision not to hire.

I understand that my employment is subject to verification of applicable lawful age and legal right to be employed in the United States. If hired, I will furnish such lawful proof, documents, and permits which are necessary to verify same.

I authorize you to make investigations and inquiries of my personal and employment history and other related matters that may be necessary in making an employment decision. I release employers, schools, or persons from all liability in answering inquiries in connection with my application.

I understand that if offered a job, I will undergo and pass criminal record, driving record (where applicable), and reference checks.

I understand and agree that, if hired, my employment is for an indefinite period and may be terminated at any time with or without cause and with or without notice at the option of either party.

Signature of Applicant

Date

Lawrence University is an equal opportunity employer and, in accordance with its equal employment opportunity policy and state and federal law, will not discriminate with respect to compensation, terms or conditions of employment, because of race, color, creed (religion), sex, pregnancy or childbirth, sexual orientation, marital status, age (40 and older), ancestry, national origin, handicap/disability, use of lawful products, arrest or conviction record, genetic testing, political affiliation, or military service membership. Inquiries regarding the nondiscrimination policy may be directed to Human Resources at 920-832-6564. A Campus Security information report is available on request.

Lawrence University promotes equal opportunity for all