



VIRGINIA UNION UNIVERSITY

APPLICATION FOR EMPLOYMENT

APPLICATION INSTRUCTIONS:

1. Please return completed applications to the Department of Human Resources
2. Resumes may be included as supplemental information
3. A separate application must be completed for each position for which you apply. Applications may be photocopied and/ or faxed.
4. Applications that are received unsigned, incomplete, or after the closing date will not be processed.
5. Applications are accepted Monday- Friday, 8:30 a.m. – 4:30 p.m., excluding holidays.
6. Applications, resumes, transcripts, letters of reference, and other information submitted will become property of Virginia Union University and will not be returned.
7. It is the policy of Virginia Union University to hire persons who are lawfully authorized to work in the United States. As a condition of employment, individuals hired by Virginia Union University are required to present proof of identification and of their eligibility to work in the United States before they can begin work.

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Compensation Desired		

Position Applied for

Are you legally eligible to be employed in the U.S.? (If yes, verification will be required) YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when?

Have you ever been convicted* for any violation(s) of law, including moving traffic violations?* YES NO If yes, explain

* Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged. A conviction does not automatically disqualify you from all jobs. A conviction will be judged on its own merits with respect to time, circumstances, seriousness, and the extent to which it is related to the job for which you are applying.

EDUCATION

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

PROFESSIONAL LICENSES *Enter any technical or professional license(s) you may possess. Include the license number, state where it was issued, and the issuance and expiration dates*

License/Certification	State Issued	License Number	Date Expires

REFERENCES <i>Please list three professional references.</i>			
Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			
PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
DISCLAIMER AND SIGNATURE			
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.			
Signature			Date