



# APPLICATION FOR EMPLOYMENT

SUPPORT STAFF

## HUMAN RESOURCES

100 Wartburg Blvd. • P.O. Box 1003 • Waverly, IA 50677-0903

319-352-8521 • FAX: 319-352-8417

E-mail: [terri.meier@wartburg.edu](mailto:terri.meier@wartburg.edu)

*A completed application is required for full consideration. You may include a résumé.*

Name \_\_\_\_\_  
*first middle last*

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Primary Phone ( \_\_\_\_\_ ) \_\_\_\_\_      Alternate Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
*area code area code*

E-mail Address \_\_\_\_\_

Please list any additional names associated with your Social Security number \_\_\_\_\_

Please list any relatives who work at Wartburg \_\_\_\_\_

AREAS OF INTEREST		
<input type="checkbox"/> Food Service	<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Secretarial/Clerical	<input type="checkbox"/> Security	<input type="checkbox"/> Other
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time or temporary	

**NOTE:** If you have a disability and you believe that an accommodation may be necessary in order for you to perform the duties of any position indicated above, please state the kind of accommodation you believe is appropriate \_\_\_\_\_

Date of Application \_\_\_\_\_, \_\_\_\_\_

Applications will remain active for one calendar year.

*Wartburg College is an equal employment opportunity/affirmative action employer.*

**EDUCATION**

SCHOOL NAME AND ADDRESS	NO. OF YEARS COMPLETED	DEGREE, MAJOR, OR TYPE OF COURSE
High School _____	_____	_____
_____	_____	_____
College _____	_____	_____
_____	_____	_____
Trade, Business, Night, or Correspondence _____	_____	_____
_____	_____	_____
Other _____	_____	_____

**WORK EXPERIENCE**

*beginning with the most recent*

EMPLOYER	DATES EMPLOYED From To (mo/yr) (mo/yr)	JOB TITLE
ADDRESS		DUTIES/RESPONSIBILITIES
TELEPHONE NUMBER(s)	Hours worked per week	
SUPERVISOR		
REASON FOR LEAVING		

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TELEPHONE NUMBER(s)	Hours worked per week	
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TELEPHONE NUMBER(s)	Hours worked per week	
SUPERVISOR		
REASON FOR LEAVING		

## FOOD SERVICE APPLICANTS

Please check all with which you have had experience:

Convection Oven    Steamer    Deep Fat Fryer    Grill    High-Volume Recipes

Other (please specify) \_\_\_\_\_

## MAINTENANCE APPLICANTS

Please check all of the following with which you have had experience:

Power Tools    Painting    Carpentry    Plumbing    Electrical    Grounds    Custodial

Other (please specify) \_\_\_\_\_

## SECURITY APPLICANTS

Requirements for a position as a Security Officer:

- Valid driver's license
- Criminal background check
- Ability to stand for long periods and walk extensively

## CLERICAL APPLICANTS

Please check all equipment/programs in which you are proficient.

PC    Macintosh    Keyboard ( \_\_\_\_\_ w.p.m.)    Word Processing

Calculator    Spreadsheets (specify type) \_\_\_\_\_

10-key pad    Data base (specify type) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

## WEEKENDS AND HOLIDAYS

Are you willing to work weekends and/or holidays if necessary?    Yes    No

## GENERAL INFORMATION

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

*Selected candidate must provide documentation of eligibility to work in the United States.*

Have you previously been employed by the college?    Yes    No

If yes, when and what position? \_\_\_\_\_

Have you ever been convicted of a crime other than a simple misdemeanor?    Yes    No

If yes, please explain (*Note: A conviction will not necessarily disqualify you from employment.*): \_\_\_\_\_

\_\_\_\_\_

## SECURITY ON THE WARTBURG COLLEGE CAMPUS

In compliance with the Clery Act, we provide campus security information and crime statistics. Wartburg College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Wartburg College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security. You can review this information on the Wartburg College Web site [HYPERLINK www.wartburg.edu/security/](http://www.wartburg.edu/security/) under Services. A paper copy is available upon request in the Human Resources Office.

## AGREEMENT

*Please read the following statements carefully.*

I hereby affirm that the information provided on this application (and accompanying résumé, if any) is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

In order to ensure the safety of the college's students, faculty, and employees, **we require the review of current criminal background for job finalists.** A criminal background check may contain information concerning your past arrests and convictions. **A credit check will be required for positions involving financial matters or handling cash** and may contain information about your personal financial and credit history.

Hiring, promotion, reassignment, retention, or other employment decisions may be determined by the outcome of the criminal background and credit reports. Additional criminal background or credit reports may be obtained as part of employment decisions made subsequent to hiring.

**I authorize a thorough investigation,** including a criminal background check, education verification, my past employment experience and activities; I agree to cooperate in such investigation; and I release from all liability or responsibility all persons or corporations requesting or supplying such information. I recognize that, when considering my application, the college may contact the employers and supervisors I have listed in this application. I hereby authorize a representative from each such employer and the supervisors to discuss all aspects of my employment or experience with the college and to disclose any and all documents regarding that employment or experience.

**I hereby give Wartburg College permission** to obtain copies of criminal arrest and conviction records concerning me. I also give Wartburg College permission to obtain a credit report concerning me.

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*signature of applicant*

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*date*