

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

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

DINING SERVICES 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/ 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 persons involved in 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.

You may insert an electronic signature, if available. If not, by submitting electronically you are agreeing to the statements above.

signature of applicant

date