



Human Resource Office  
Post Office Box 2900  
Bloomington, Illinois 61702-2900  
Ph: (309) 556-3536 Fax: (309) 556-3411  
<http://www.iwu.edu>

# APPLICATION FOR EMPLOYMENT

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____

## AN EQUAL OPPORTUNITY EMPLOYER

Illinois Wesleyan University supports and is committed to the principle of equal employment opportunity. Illinois Wesleyan University does not discriminate on the basis of age, race, religion, sex, sexual orientation, disability, or national origin in its admissions policies, educational programs and activities, or employment policies. Illinois Wesleyan expressly recognizes the requirements of Title IX legislation and complaints should be reported to the University's Title IX coordinator, who is the Executive Assistant to the President (Susan Bassi, Holmes Hall 204, 309-556-3151).

*Please answer each question clearly and completely. Type or print in ink. If you need more space, attach additional pages. Be sure to sign and date the application. While you may attach a resume to supplement this application, incomplete or unsigned applications may not be considered.*

## GENERAL INFORMATION

**IF YOU REQUIRE ASSISTANCE IN THE APPLICATION PROCESS, PLEASE INFORM THE HUMAN RESOURCES OFFICE**

Name: \_\_\_\_\_  
Last First Middle Initial

Present Address: \_\_\_\_\_  
Street  
City State Zip

Telephone No. Home: \_\_\_\_\_ Other: \_\_\_\_\_

## TYPE OF WORK OR POSITION DESIRED

Position(s) applied for: \_\_\_\_\_

Salary/hourly wage desired: \_\_\_\_\_

Date available to begin employment: \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

# EMPLOYMENT RECORD

Starting with the present or most recent, list all previous employers. If more space is required, please continue on a separate sheet of paper. (Resume will not be substituted for completion of the application.)

Name and Address of Last or Present Employer	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Job title and brief description of job duties:								
Phone	May we contact your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>							

Name and Address of Employer	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Job title and brief description of job duties:								
Phone	May we contact this employer when conducting reference checks? Yes <input type="checkbox"/> No <input type="checkbox"/>							

Name and Address of Employer	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Job title and brief description of job duties:								
Phone	May we contact this employer when conducting reference checks? Yes <input type="checkbox"/> No <input type="checkbox"/>							

Name and Address of Employer	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Job title and brief description of job duties:								
Phone	May we contact this employer when conducting reference checks? Yes <input type="checkbox"/> No <input type="checkbox"/>							

# RECORD OF EDUCATION

	School Name Location (City/State)	Years Completed	Courses/ Areas of Study	Degree/ Certificate Earned
High School				
College/ University				
Technical/ Business/ Other				

**MISCELLANEOUS**

Please use this space to summarize any special qualifications, training, or experience that you have and feel should be considered in reviewing your application, or to account for any gaps in your work history.

Were you previously employed by Illinois Wesleyan University? Yes  No   
If yes, when and in what position? \_\_\_\_\_

Do you have any relatives employed at Illinois Wesleyan University? Yes  No   
If yes, please list \_\_\_\_\_

Have you ever been convicted on any violations of the law other than minor traffic violations? Yes  No   
If yes, please explain. (You are not obligated to disclose sealed or expunged records of convictions of arrest.) \_\_\_\_\_

If hired, can you furnish proof that you are legally permitted to work in the United States? Yes  No

**REFERENCES**

List three persons who are not related to you and who have knowledge of your qualifications for the position for which you are applying. Persons who have knowledge of your work are preferred.

Name	Address	Phone No.	Business or Occupation	Years Known

**ACKNOWLEDGMENT**

I certify that all the information submitted by me on and with this application is true and complete. I understand that any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated.

I understand that this application does not constitute an agreement or contract of employment for any specified period or definite duration. I understand that if Illinois Wesleyan University hires me, my employment will be at-will, meaning that either I or the University can terminate the employment relationship at any time for any reason. I understand that no supervisor or representative of the employer is authorized to make assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid.

I also authorize Illinois Wesleyan University to make a thorough background investigation and to make inquiries into my character, employment record, or other matters to verify my suitability for employment. I release Illinois Wesleyan University and any individuals it contacts from any claims arising from making or responding to such inquiries.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_