

Vincennes University Application for Employment

The filing of this application and the acceptance thereof does not indicate that there are positions open, and it in no way obligates the University.

First Name

Last Name

Date of Application

E-mail Address

Phone

General Information

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation?

No Yes

Have you ever been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.)

No Yes

If Yes, explain:

Education & Training			
Indicate last grade completed:			
Most recent High School Name:	City/State	Graduated or Degree (Y/N)	Degree Earned
College/University	City/State	Graduated or Degree (Y/N)	Degree Earned
College/University	City/State	Graduated or Degree (Y/N)	Degree Earned

College/University		City/State	2	Degre	e (Y/N)	Degree Earned
List any scholarships,	academic hon	ors, awards or sp	ecial achieveme	ents:		
Are you currently a VU student?	No	Yes	If Yes, how m	nany hours per semes	ster?	
Skills						
Position applying for (please be spec	cific):		Salary Requirement	per hr	
Please list any skills y	ou have that a	re appropriate fc	r the position ye	ou are applying for:		
What software progra	ms are you pro	oficient in?				
What other technolog	ies do you hav	e experience witl	ר?			
If required, will you w	vork:					
Rotating Shifts No Yes	Overtime No Yes	Nights/Week No Yes	ends			
Employment I	History					
	r PRESENT or	MOST RECENT	employer, list	in consecutive orc	der ALL EMPL	OYMENT for at least the
If currently employed		act your employe	r? No	Yes		
Full Name of Company	У			Telephone Nur	nber	
Street Address			City/State			Zip Code
Name & Title of Super	rvisor		Your Title/Positio	on		

Graduated or

Employed from: Until:

Reason (s) for Leaving:

Full Name of Company	Telephone Number		
Street Address	City/State	ZIp Code	
Name & Title of Supervisor	Υοι	ur Title/Position	
Employed from: Until:			
Reason (s) for Leaving:			
Full Name of Company	Telephone Number		
Street Address	City/State	Zip Code	
Name & Title of Supervisor	You	ur Title/Position	
Employed from: Until:			
Reason(s) for Leaving:			
Full Name of Company	Telephone Number		
Street Address	City/State	Zip Code	
Name & Title of Supervisor	You	ur Title/Position	

Reason(s) for Leaving:

References First Name	Last Name
E-mail Address	Phone
First Name	Last Name
E-mail Address	Phone
First Name	Last Name
E-mail Address	Phone
Are you willing to relocate? When Yes No	can you start?

I certify that the information contained in the application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

By typing your name in the area below, you are complying to the Digital Signature Standards (DSS), and acknowledge that you may be asked for an original signature at any time.

Signature:

Date:

Vincennes University's policy is to be in full compliance with all Federal and State Non-Discrimination and Equal Opportunity Laws, Orders, and Regulations relating to race, creed, color, national origin, religion, age, sex, disability, or veteran status.

Return completed form via email to Vincennes University Human Resources at jobs@vinu.edu. Forms may also be turned into the Human Resources Office located in the Welsh Administration Building, 1002 North First Street, Vincennes, IN 47591. Human Resources may be contacted at 812-888-6947.