



WRIGHT STATE UNIVERSITY

Employment Application

Wright State University is an affirmative action and an equal opportunity employer. It is unlawful to deny equal employment opportunity on the basis of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veteran status.

Human Resources
280 University Hall
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-2120
FAX (937) 775-3040

Please print or type. An incomplete application will not be processed.

Personal

Name/Last _____ First _____ Middle _____

Present home or campus address _____ City _____ State/Zip _____

Home phone _____ Business phone or campus extension _____ Social Security number (voluntary) _____

e-mail address _____

Job title for which you are applying _____

Date you can begin employment _____

Are you/have you ever been employed by Wright State University? Yes ___ No ___

If yes, position(s) held _____

Date(s) employed at WSU? _____

Would you accept employment:
full-time? Yes ___ No ___
part-time? Yes ___ No ___
temporary? Yes ___ No ___
part-time on call? Yes ___ No ___
1st shift? Yes ___ No ___
2nd shift? Yes ___ No ___
3rd shift? Yes ___ No ___
off-campus locations? Yes ___ No ___
Do you have a valid driver's license? Yes ___ No ___
Ohio Commercial Driver's License? Yes ___ No ___

Skills

List the computer programs with which you have working knowledge:

<u>Word Processing</u>	<u>Spreadsheet Programs</u>	<u>Desktop Publishing</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check areas in which you have working knowledge:

___ Data Base Management ___ Medical Terminology ___ Budgets

Other _____

Education and Training

High school attended _____
Name _____ City/State _____

High School Diploma Yes___ No___ GED Yes___ No___

Name(s) of institution(s) attended _____

	Dates/From/To	Degree	Major
Trade/Vocational School _____			
College _____			
Other _____			

List relevant course work or training related to the position for which you are applying

Current license/certificate/registration held (attach copy) _____

Military

Have you ever served on active duty in the United States military service? Yes_____ No_____

List all active military service. Certificate of discharge must be submitted to be eligible for veteran's preference points.

Dates From/To	Branch	Serial or service number
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Employment Background

Please provide all relevant employment experience which you have obtained during the past 10 years, starting with your most recent position and working backward. If more space is needed, ask for an additional sheet. It is your responsibility to list all work experience and/or education which addresses the qualifications of the position for which you are applying.

Position and dates of employment	Exact title	From (mo/yr)	To (mo/yr)
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Annual/Hourly rate _____ Hours per week _____ If supervisor, over how many? _____

Name of company	Street or campus address	City/State/Zip
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Immediate supervisor	Area code/Phone or campus ext.	Reason for separation
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May we contact supervisor? Yes___ No___

Description of work responsibilities _____

Employment Background (continued)

Position and dates of employment _____
Exact title _____ From (mo/yr) _____ To (mo/yr) _____

Annual/Hourly rate _____ Hours per week _____ If supervisor, over how many? _____

Name of company _____ Street or campus address _____ City/State/Zip _____

Immediate supervisor _____ Area code/Phone or campus ext. _____ Reason for separation _____

May we contact supervisor? Yes ___ No ___

Description of work responsibilities _____

Position and dates of employment _____
Exact title _____ From (mo/yr) _____ To (mo/yr) _____

Annual/Hourly rate _____ Hours per week _____ If supervisor, over how many? _____

Name of company _____ Street or campus address _____ City/State/Zip _____

Immediate supervisor _____ Area code/Phone or campus ext. _____ Reason for separation _____

May we contact supervisor? Yes ___ No ___

Description of work responsibilities _____

Position and dates of employment _____
Exact title _____ From (mo/yr) _____ To (mo/yr) _____

Annual/Hourly rate _____ Hours per week _____ If supervisor, over how many? _____

Name of company _____ Street or campus address _____ City/State/Zip _____

Immediate supervisor _____ Area code/Phone or campus ext. _____ Reason for separation _____

May we contact supervisor? Yes ___ No ___

Description of work responsibilities _____

Convictions

Have you ever been convicted of a felony (i.e., burglary, rape, murder, and/or other serious crimes)?

Yes _____ No _____

If yes, list convictions below. (Note: A conviction may or may not have resulted in confinement. A record of conviction is not an automatic bar to employment.)

Date of conviction	City and state	Charge	Penalty assessment
_____	_____	_____	_____
_____	_____	_____	_____

List your probation or parole officer _____

References

List three persons who are not related to you and who have business knowledge of your ability to perform the responsibilities of the position for which you are applying.

_____	_____	_____
Full name	Business or occupation	Area code/Phone
_____	_____	_____
Present business or home address	City	State/Zip
_____	_____	_____
Full name	Business or occupation	Area code/Phone
_____	_____	_____
Present business or home address	City	State/Zip
_____	_____	_____
Full name	Business or occupation	Area code/Phone
_____	_____	_____
Present business or home address	City	State/Zip

In signing this application, I hereby authorize any person, firm, or organization to supply any information about me concerning any past employment, military duty, felonies, or personal information to Wright State University, and I expressly release any such person, firm, or organization from any responsibility in disclosing such information. I certify that all statements in this application are true and accurate; I understand that making any false statement is reason for being denied employment or for having my employment terminated.

Signature of applicant Date

Do not write below this line

Classification _____

Job Class # _____

Log date _____

Reference check date _____



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Human Resources
280 University Hall
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-2120
FAX (937) 775-3040

Please Return the Top Portion of This Form to Human Resources With Your Application.

Do not put your name on this form.

Compliance with this request is consistent with federal, state, and Wright State University equal employment opportunity affirmative action regulations.

1. Ethnic Background (Check the most appropriate box.)
- Black—African native descent
 - Asian or Pacific Islander—Japanese, Chinese, Korean, Indian subcontinent, or Pacific Islander origin
 - Hispanic—Mexican, Puerto Rican, Cuban, Central or South American origin
 - White (not Hispanic—European, North African, or Middle Eastern origin)
 - American Indian or Alaskan native

2. Age _____

3. Sex Female Male

4. Nonresident Alien Yes No

5. Military Service

Vietnam Veteran Yes No

Disabled Veteran Yes No

6. Person with a disability Yes No
If so, indicate disability:

7. How did you learn about this vacancy?

A. Which newspaper, magazine, journal, etc.?

B. Internet/Electronic source? (please specify)

C. Vacancy notice; bulletin board?

Where was it posted?

D. Other (please specify)

Position Number:

Completion of this form is voluntary and all information will be treated as confidential. Refusal to provide information will not subject applicant to adverse treatment.

(Cut at line below and return top portion with application to the Department of Human Resources.)

Notice to Wright State University Prospective Employees

Public Safety at Wright State University Annual Security Report

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Public Safety at Wright State University has published an annual security report.

Public Safety at Wright State University includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Wright State University; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies regarding alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

You can obtain a printed copy of the *Public Safety at Wright State University* annual security report by calling the Department of Public Safety at (937) 775-2056; dropping in the office at 118 Campus Services Building; or writing to Wright State University Department of Public Safety, 3640 Colonel Glenn Hwy., Dayton, OH 45435-0001. You can also find the information in the report by accessing the following Web site: <http://www.wright.edu/admin/safety/crimstats/cleryact.html>