



Application for Employment Valparaiso University

Valparaiso University maintains a policy of equal employment opportunity for all employees and applicants for employment. The University does not discriminate on the basis of race, color, national and ethnic origin, age, gender, disability, sexual orientation or (as qualified herein) religion or any protected classification under federal, state or local law. This policy applies to all aspects of employment including, but not limited to, recruiting, hiring, training, transfer, promotion, job benefits, pay, dismissal, social and recreational activities. An institution committed to its Lutheran traditions, the University reserves the right to promote the teachings of the church and to exercise preferences in employment-related practices in favor of Lutherans.

TOBACCO FREE CAMPUS – JULY 2008

Complete all questions on the application accurately. You may attach a resume, but this does not replace the application. The information provided is investigated in detail and careful consideration is given to all statements. Your employment is subject to verification by Valparaiso University. Misrepresentations, regardless of when discovered, may be grounds for dismissal.

Today's Date: _____ Date Available for Employment: _____ Position Desired: _____

- Temporary
- Part Time
- Full Time

PLEASE PRINT CLEARLY

Salary Desired: _____

PERSONAL INFORMATION

Last Name	First Name	Middle Initial
Permanent Mailing Address (Street, City, State, ZIP)		
Previous Mailing Address (Street, City, State, ZIP)		
Temporary Mailing Address (If different from above)		
Phone Numbers (HOME)	Cell Phone Number and Service Provider	(WORK, if OK to call)
Social Security Number		Driver's License Number

GENERAL INFORMATION

Have you ever filed an application with Valparaiso University?	<input type="checkbox"/> Yes Date(s): _____	<input type="checkbox"/> No
How did you find out about this position?	<input type="checkbox"/> www.valpo.edu/hr	<input type="checkbox"/> _____ Other
Have you ever worked for Valparaiso University?	<input type="checkbox"/> Yes Date(s): _____	<input type="checkbox"/> No
Are you authorized to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you 18 years of age or older?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*If under 18 years of age, your employment will be subject to verification that you possess a valid employment certificate.		
Have you ever been convicted of a misdemeanor or felony by any court of law including local, state, federal, or military? (answering yes to this question does not automatically disqualify you for employment)	Misdemeanor? If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No Felony? If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION INFORMATION

Circle level of education completed:

Grade/Trade/High School 1 2 3 4 5 6 7 8 9 10 11 12

College, Technical, or Business School 1 2 3 4

Graduate School 1 2 3 4 5 6

High School Information

Name: _____

Address: _____
Street City State ZIP

Undergraduate Academic Information

Institution	Major	Minor	Grade Point Average	Degree

Graduate Study Academic Information

Institution	Major	Minor	Grade Point Average	Degree

Transcripts and proof of academic credentials may be requested.

SKILLS

Please indicate any experience that you have had with computers and software packages.

If applying for a clerical position, please indicate any office equipment you can operate and other office/clerical skills.

If applying for a trade, craft, or service position, please indicate machinery, tools, and processes with which you have had experience.

Certificates, licensures, and/or special skills:

EMPLOYMENT HISTORY

Please provide all of the following information for the past 7-10 years, beginning with the present date. If you require additional space, please continue on a separate sheet of paper.

Employer	Nature of Business	Last Title	<u>Date(s) Employed</u>
Responsibilities			From:
Reason for Leaving		To:	
Supervisor (Name and Title)	Starting Salary/Hourly Rate	Last Salary/Hourly Rate	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

Employer	Nature of Business	Last Title	<u>Date(s) Employed</u>
Responsibilities			From:
Reason for Leaving		To:	
Supervisor (Name and Title)	Starting Salary/Hourly Rate	Last Salary/Hourly Rate	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

Employer	Nature of Business	Last Title	<u>Date(s) Employed</u>
Responsibilities			From:
Reason for Leaving		To:	
Supervisor (Name and Title)	Starting Salary/Hourly Rate	Last Salary/Hourly Rate	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

MILITARY EXPERIENCE

Have you ever served in the military service of the USA? <i>(Including Nat'l Guard)</i>	<input type="checkbox"/> Yes	Dates: _____	Branch: _____
Do you have a Reserve Duty commitment?	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes	Dates: _____	Branch: _____
	<input type="checkbox"/> No		

REFERENCES

Personal References

List two (2) personal references who are not related to you and are not former employers or employees.

Name	Address	Phone Number
1.		
2.		

Professional References

List two (2) professional references who are not related to you and are former employers or employees.

Name	Address	Phone Number
1.		
2.		

AUTHORIZATION FOR RELEASE OF BACKGROUND INFORMATION

Valparaiso University desires to take reasonable steps to ensure that applicants for employment possess the qualifications, character, and the integrity required by its standards. Therefore, it will need to verify pertinent background that you have supplied. Please sign the release below in order that verification may be completed on a timely basis. Authorized management will review reference replies.

Release

As a prerequisite for employment with Valparaiso University, I understand that it will be necessary to verify my education, employment, and activities during employment. I have completed and reviewed the information contained in this Employment Application and, to the best of my knowledge, believe the information to be correct and complete.

I hereby authorize the educational institutions listed on my Employment Application to release information requested by Valparaiso University, pertaining to my major courses pursued, diploma or degree earned, honors or awards received, and class standing achieved.

I also authorize the employers and references indicated on my Employment Application to release information requested by Valparaiso University pertaining to my activities when unemployed, prior employment status, dates, title of position, duties, salary, job performance and the reasons for the termination of my employment.

I understand that neither this document, nor any offer of employment from the employer constitutes an employment contract. If hired, my employment is at-will and can be terminated with or without reason at any time. Only a specific, written agreement between the employer and myself can alter this employee-at-will status.

I further understand that in the event of employment, I am required to abide by all rules and regulations of the employer, and that any false or misleading information given in this application or any interviews, regardless of when it is discovered, may result in immediate dismissal.

Name (Print): _____

Name (Signature): _____ Date: _____

Lutheran University Association, Inc.
d/b/a Valparaiso University

AN EQUAL OPPORTUNITY EMPLOYER

OFFICE OF HUMAN RESOURCES USE ONLY



BOX # 5 - DISABILITY DATA

Do you have a physical or mental disability which substantially limits one or more major life activities?

Yes

No

If "Yes" please identify the impairment.

__ Speech Impairment

__ Hearing Impairment

__ Other:

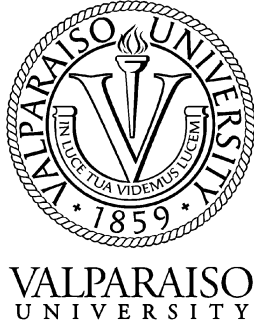
__ Motor Impairment

__ Visual Impairment

__ Multiple Disability

__ Mental Disability

SIGNATURE: _____ **DATE:** _____



To: All Valparaiso University Employees and Applicants

From: Affirmative Action Officer
Valparaiso University

Subject:

**Equal Employment Opportunity -
Non-Discrimination Statement and Commitment to Diversity**

It is the policy of Valparaiso University to prohibit unlawful discrimination on the basis of race, color, national and ethnic origin, age, gender, disability, sexual orientation or (as qualified herein) religion or any protected classification under federal, state or local law in its educational programs, admission policies, employment policies, financial aid or other school administered programs and policies. The University maintains a commitment to recruit, admit, employ, promote, and retain individuals in employment and in education.

The day-to-day responsibilities associated with the University's policy of nondiscrimination are to be implemented by the Affirmative Action Officer.