



WESTERN NEW ENGLAND UNIVERSITY

APPLICATION FOR EMPLOYMENT

Please print or type all information except signature.

Non-Discrimination Policy: Western New England University is committed to the principle of equal opportunity in education and employment. The University does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

GENERAL INFORMATION

Date \_\_\_\_\_

Position(s) Applied For (1) \_\_\_\_\_

(2) \_\_\_\_\_

Referral Source [ ] Newspaper [ ] Friend [ ] Relative [ ] Employment Agency [ ] HigherEdJobs.com [ ] Internet Search [ ] Professional Journal [ ] Walk-in [ ] Other \_\_\_\_\_

Name \_\_\_\_\_ Last First Middle

Address \_\_\_\_\_ Number Street City State Zip

Home Telephone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

If under 18, can you provide a work permit? [ ] Yes [ ] No

Have you ever filed an application here before? [ ] Yes [ ] No If yes, give date \_\_\_\_\_

Have you ever been employed here before? [ ] Yes [ ] No If yes, give date \_\_\_\_\_

Are you currently employed? [ ] Yes [ ] No

If yes, may we contact your employer? [ ] Yes [ ] No

Are you a United States citizen? [ ] Yes [ ] No If no, do you have a valid work permit? [ ] Yes [ ] No (Proof of citizenship or immigration status may be required upon employment)

Employment desired: [ ] Full-Time [ ] Part-Time [ ] Shift Work [ ] Temporary [ ] Overtime

When are you available for work? \_\_\_\_\_

Are you on a lay-off and subject to recall? [ ] Yes [ ] No

Can you travel if a job requires it? [ ] Yes [ ] No

EDUCATION				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Graduate School				
Bus. or Trade School				
Professional School				
Special Honors				

**COMPUTER SKILLS (Only for positions which require computer skills)**

Check off those computer skills with which you are proficient (any version).

PC User     
 Macintosh User     
 Windows     
 Microsoft Word     
 Microsoft Access  
 Microsoft Excel     
 Microsoft Publisher     
 Web Page Design/  
Maintenance     
 E-mail     
 Internet  
 Other. Please list \_\_\_\_\_

**DRIVER'S LICENSE (Only for positions which require driving)**

Do you have a driver's license?     Yes     No

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_     Operator     Commercial (CDL)     Chauffeur

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?  Yes     No      How many? \_\_\_\_\_

Have you had any moving violations during the past three years  Yes     No      How many? \_\_\_\_\_

**MILITARY**

Are you a veteran of the United States military service?     Yes     No    If yes, what branch? \_\_\_\_\_

If yes, Date Entered \_\_\_\_\_      Date Discharged \_\_\_\_\_

If yes, please describe any special skills or training acquired while in the service:  
\_\_\_\_\_

**OTHER SPECIAL SKILLS**

Please list other special skills you may have, e.g., fluency in other languages, licenses, special training required for the position for which you are applying, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE**

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary. Exclude organization names which indicate race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.

<b>Most Recent Employer</b>	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	
<b>Employer</b>	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

<b>Employer</b>	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

<b>Employer</b>	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

**REFERENCES**

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (____) _____	Telephone (____) _____

**WAIVERS AND DISCLOSURES**

Please read each section carefully and sign where indicated.

**AT-WILL EMPLOYMENT**

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

**CERTIFICATION OF TRUTH AND ACCURACY**

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

**NOTIFICATION AND AUTHORIZATION TO REQUIRE A MEDICAL EXAMINATION**

I hereby certify that, if hired, I will disclose any limitations I have that may impact my ability to do the job. I understand that I may also be required to undergo a pre-employment or post-employment medical exam by the University's designated health practitioner.

**NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION**

I understand that I may be subject to a background check, and hereby authorize Justifacts Credential Verification, Inc. as an Agent for Western New England University, to investigate my background to determine any and all information of concern as to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, criminal records and credit history through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required.

I understand that passing the background check is a condition of employment. A negative background check can be grounds for dismissal, even if an offer has been made to me and I have been hired.

**MASSACHUSETTS LAW**

Under Massachusetts Law, it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**PLEASE SIGN HERE:** \_\_\_\_\_ **Date** \_\_\_\_\_

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The following person has been designated to handle inquiries regarding the University's nondiscrimination policies: Assistant Vice President and Director of Human Resources, Western New England University, 1215 Wilbraham Rd., Springfield, MA 01119-2684. Inquiries concerning the application of nondiscrimination policies may be also referred to: Office for Civil Rights, Boston Office, U.S. Department of Education, 33 Arch Street, Suite 900 Boston, MA 02110 (617) 289-0111 FAX# (617) 289-0150; TDD (617) 223-9695 or at www.ed.gov.