



## Application for Employment

Position(s) applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Last First M.I.*  
 email: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Apt/P.O. Box Number*  
 \_\_\_\_\_  
*City State/Prov. ZIP/Postal Code*

Are you legally eligible for employment in this country?  Yes  No

Date available for work \_\_\_\_\_ Type of employment desired:  Full-time  Part-time  Temporary

Are you able to meet the attendance requirements of the position?  Yes  No

Are you willing to work an irregular schedule, overtime, on different shifts, and on weekends when necessary to UMS?  Yes  No

Have you ever been convicted of a crime?  Yes  No

(Note: A criminal conviction does not act as an automatic bar to employment. Factors such as the nature and seriousness of the offense, the time that has passed since the conviction and the nature of the job sought will be taken into account.) If yes, please explain:

\_\_\_\_\_  
 \_\_\_\_\_

This document, and accompanying information, will be destroyed within one year of the date it is received unless the applicant becomes employed by this school. THIS SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, NATIONAL ORIGIN, DISABILITY, RELIGION OR AGE OR ANY OTHER FACTOR PROTECTED BY LAW.

### **Employment History**

Provide the following information for your past three (3) employers, starting with your present and/or most recent employer.

From:	To:	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor and Title:		Summarize the nature of work performed and job responsibilities:	
Reason for leaving:		Hourly rate/Salary: Start: \$ _____ Per _____ Final: \$ _____ Per _____	

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Please account for any gaps in your employment history: \_\_\_\_\_

\_\_\_\_\_

**Skills and Qualifications**

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. Include computer, foreign language, and other skills.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Educational Background**

Name and Location	Years Completed	Did You Graduate?		Course of Study
High School:				
College:		Major:	Degree:	
Other:				

**Professional references**

	Name	Position	Address	Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

I certify that the answers given by me in this application are true and correct without omissions of any kind. I agree that the school shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application. I authorize the school to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation or governmental agency to disclose to the school any information they may have regarding me. In consideration of the review of this application, I hereby release the school as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of this information. A copy of this authorization and release is as valid as the original and should be recognized as such.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date