

EDUCATION

Schools Attended
(Past and Present)

Name
of School

Location

Number of Years
Completed

Did You
Graduate?

Major/Course
Degree

High School _____

College or University _____

Postgraduate Work _____

Other Schooling _____

Are you presently attending UE? Yes No

SPECIAL TRAINING OR QUALIFICATIONS

Clerical Skills

Typing ___ WPM Bookkeeping Duplicating Calculator Dictaphone
 Stenography ___ WPM Cash Register Word Processing Computer Switchboard

Specify other clerical skills _____

Building Services Skills

Grounds Carpentry Air Conditioning Shipping Welding Boilers
 Security Electrical Painting Heating Plumbing Custodial

Specify other building services and skills (include any license or certifications) _____

List any other experiences, skills, or qualifications which may be pertinent to your employment at UE.

FITNESS/ACCOMMODATION

Have you reviewed the functions of the job(s) for which you are applying? Yes No
Can you perform the job functions with or without reasonable accommodation? Yes No

REFERENCES

Please list three professional or educational references who may be contacted.

Name

Occupation

Mailing Address

Telephone

1. _____

2. _____

3. _____

For purposes of reference checking, please list any other names under which you worked or were employed.

I certify that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentation of facts may result in rejection of my application or discharge at any time during my employment. I authorize the University and its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, employment records, education, criminal history, and motor vehicle driving records. I authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background, and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I understand that employment is for an indefinite term and that my employment, compensation, and benefits can be modified with or without cause and with or without notice at any time.

I have read and fully understand the foregoing and seek employment under these conditions.

Signature _____

Date _____

It is the policy of the University of Evansville that all appointments, promotions, terminations, transfers, and conditions of employment will be made in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations and on the basis of merit without discrimination because of race, color, creed or religion, national origin, gender, sexual orientation, age, or disability.

The University of Evansville is an equal opportunity/affirmative action employer.