

# Southwestern University

*Submit to:*  
 Human Resources  
 Southwestern University  
 P.O. Box 770  
 Georgetown, TX 78627-0770  
 Phone: (512) 863-1435  
 Fax: (512) 863-1880  
 www.southwestern.edu/hr

## APPLICATION FOR EMPLOYMENT

**EQUAL OPPORTUNITY EMPLOYER:** Southwestern University is committed to the principal of equal opportunity for all persons without regard to sex, race, color, religion, age, disability, national origin, or ethnic origin, or any other impermissible factor. Southwestern University's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation.

### General Information

Position Applied for	Job #	Date of application
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Name	Last	First	Middle
Address (Street/Route/P.O. Box)		City	State Zip
Telephone (Day)	Telephone (Evening)	Email Address	

Do you have a valid driver's license?  yes  no

State \_\_\_\_\_ Lic.# \_\_\_\_\_ Exp. Date \_\_\_\_\_ Type \_\_\_\_\_

Can you show proof of eligibility to work in this country?  yes  no

Are you over 18 years of age?  yes  no

Have you been employed under any other name?  yes  no  
 If yes, please list: \_\_\_\_\_

Have you ever been employed by Southwestern University?  yes  no

If Yes, please list dates: \_\_\_\_\_

If you are employed, may we contact your present employer?  yes  no

Have you been convicted of a felony?  yes  no

If yes, explain: \_\_\_\_\_

Date available \_\_\_\_\_

Available for:  Full-time  Part-time  Temporary

Expected rate of pay \_\_\_\_\_

### Education and Training

Education: Circle Highest Grade Completed	Give Name and Location of Last High School Attended:	
1 2 3 4 5 6 7 8 9 10 11 12 GED	_____	
Name and Location of College, University, Business or Trade School	Dates Attended From To	Degrees Awarded Title Date
Please list any other training and education which would further qualify you for the position.		
_____		
_____		

**References** (Give name, address and telephone number of three persons (not related) who are familiar with your work that we may contact.)

Name	Address	Telephone

**Employment Record**

Instructions: Beginning with your most recent job, list below jobs which you have held and specifically describe duties performed. Include any job-related military service assignments or volunteer work. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status. **YOU MAY ATTACH A RESUME IF YOU WISH, BUT YOU MUST FILL OUT THIS SECTION FULLY.** If you need additional space, please continue on a separate sheet of paper.

LIST NAME, ADDRESS & PHONE NUMBERS OF PREVIOUS EMPLOYERS WITH <u>MOST RECENT EMPLOYER FIRST</u>	FROM	TO	IMMEDIATE SUPERVISOR	LAST SALARY (Hr., Mo., or Yr.)
1. Job Title				
Employer Name _____ Phone (    ) _____				
Address _____				
Duties _____				
Reason for Leaving _____				
2. Job Title				
Employer Name _____ Phone (    ) _____				
Address _____				
Duties _____				
Reason for Leaving _____				
3. Job Title				
Employer Name _____ Phone (    ) _____				
Address _____				
Duties _____				
Reason for Leaving _____				
4. Job Title				
Employer Name _____ Phone (    ) _____				
Address _____				
Duties _____				
Reason for Leaving _____				

**Special Skills/Qualifications**

Add any additional special job-related skills or qualifications you may have received from your experiences (for example, licenses / certifications, foreign language proficiency, office/computer skills). \_\_\_\_\_

**Applicant's Statement (Please read and sign below.)**

I certify that all answers given in this application are true and complete. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision and do not hold Southwestern University or any other individual involved in this investigation liable for information obtained in this process. I also understand that false or misleading information given in my interview or on this application may result in elimination from consideration for employment or discharge at any time. I understand that if I am selected for a position at Southwestern University, the University will make an offer contingent on the successful completion of the University's Background Check Policy process. I further understand that, if employed, I will abide by all policies, rules and procedures of Southwestern University.

Signature

Date