



STAFF APPLICATION FOR EMPLOYMENT

Personal Data

Last name First name Middle initial Date

Street address

City State Zip Telephone number

Friends and/or relatives currently working for Bluffton University.

Your Job Interest

Position desired/Job Interest

How did you learn of this position?

Salary expected (per month or hour) Date available to begin work

Current Salary

_____ Are you willing to consider other positions at Bluffton University?
Yes/No

Other positions for which you may be qualified.

Education (You do not need to repeat information already listed on your resume/vitae.)

High School _____

College or Post High School _____

Institution Course of Study Degree Obtained Date of Graduation

Employment Experience (You do not need to repeat information already listed on your resume/vitae. List your most recent employer first)

1. _____
Dates of Employment
(Month/Year to Month/Year)

Organization

Position

Supervisor

Reason for Leaving

Contact Phone Number

2. _____
Dates of Employment
(Month/Year to Month/Year)

Organization

Position

Supervisor

Reason for Leaving

Contact Phone Number

3. _____
Dates of Employment
(Month/Year to Month/Year)

Organization

Position

Supervisor

Reason for Leaving

Contact Phone Number

Other Training Relevant For Your Job Interest (Include learned work related skills) _____

Other additional information you feel will assist us in evaluating your qualifications for employment.

References (Do not list relatives or close friends. List three references.)

Name

How long has this person known you?

Street and City Address

Phone Number

Name

How long has this person known you?

Street and City Address

Phone Number

Name

How long has this person known you?

Street and City Address

Have you filed an application at Bluffton University before? yes no

If yes, date(s) _____

If hired, can you provide proof of identity and eligibility to work in the U.S.? yes no

Have you ever been convicted of a crime or plead no contest to a crime? yes no

If yes, please give details (nature of offense, date of conviction, penalty imposed, county, state and other relevant circumstances).

**AS AN APPLICANT FOR EMPLOYMENT WITH BLUFFTON UNIVERSITY,
I UNDERSTAND THE FOLLOWING:**

- ❖ This application will remain on active file for twelve (12) months. If I am hired within this period, this form will be transferred to my individual personnel file.
- ❖ If I am not hired within twelve (12) months, this application is no longer active and I will need to reapply for employment if I wish to be considered for a job with the university.
- ❖ Any misrepresentation or falsification of information or omission will be cause for rejection of any application or for immediate dismissal.
- ❖ All information (including information of any accompanying resume) is subject to verification.
- ❖ Salaried and hourly employees may be released or terminated by the supervising administrative officer provided a 30-day notice is given. The 30-day notice does not apply in unusual circumstances such as, but not limited to, drunkenness, immoral conduct or any act of maliciousness or non-cooperation.
- ❖ My employment is conditioned upon the results of a reference check. I authorize you to contact former employers and references.

Signature of Applicant

Date

Initial if Bluffton should not contact current/former employers.

_____ Please do not contact current/former employers

Authorization For Release Of Personal Data

I, the undersigned, hereby authorize and request any present or former employer, educational institution, law enforcement agency, department of motor vehicles, financial institution, or other persons having personal knowledge about me to furnish Bluffton University and/or its agents, with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability and hold harmless all persons and corporations supplying this information to Bluffton University and/or its agents. A photocopy of this authorization is as effective as the original.

Signature _____

Date _____

Bluffton seeks to provide equal opportunities for employment in both faculty and staff positions. Bluffton does not discriminate against any person in employment or in any program affiliated with the university because of race, color, gender, genetics, national or ethnic origin, disability or age or other protected class.