

University of La Verne

Employment Application

It is necessary that you submit this Employment Application form even though you may provide us with a resume. You may apply for more than one position at a time, using a single application.

You may type onto this document, using as much space as necessary to answer questions. Please sign it, and mail it to: University of La Verne, Human Resources Department, position #_____, 1950 Third Street, La Verne, CA, 91750.

The University La Verne supports both the principles and spirit of Equal Opportunity. No employment decisions are made on the basis of irrelevant or extraneous factors such as race, gender, sexual preference, religion, national origin, disability, color, or age. In this regard we ask that you not provide us with any personal information about yourself that is unrelated to your abilities to perform the work of the position for which you are applying, and to exclude photographs.

Please do not delete or modify anything on this document or convert it to any other format. Answer all questions – indicate “NA” (not applicable) where appropriate.

POSITION(S) FOR WHICH YOU ARE APPLYING:

Position number(s): _____ Title(s): _____

How did you learn about this job? _____

PERSONAL

Last Name: _____ First Name: _____ MI: _____

Residence Address:

Street _____
City _____
State _____
Zip Code _____

Primary telephone: _____

Secondary telephone: _____

Are you currently employed by ULV? yes no

Have you ever been employed by ULV? yes no

From _____ to _____

Are you currently a student at ULV? yes no

Do you have relatives employed by ULV? yes no

Their names: _____

Do you have relatives on the ULV Board of Trustees? yes no

Their names: _____

Are you at least 18 years of age? yes no

Have you ever been convicted of a crime? yes no

Conviction of a crime is not an absolute bar to employment, but a false response is. We may require additional information if deemed relevant to the position for which you have applied. You may omit minor violations for which you paid a fine of \$100 or less.

EDUCATION

If you are employed into a position requiring a college or university degree you must provide an official transcript of highest education attained. This may be provided to us after employment, but continued employment is contingent upon our receipt of transcripts.

Do you have a high school diploma or equivalent: yes no

College or university name: _____

Major: _____

Degree received: _____

Other college or university name: _____

Major: _____

Degree received: _____

Name/location of other schools providing training or education: _____

EMPLOYMENT EXPERIENCE

Begin with most recent experience and work back. List each name under which you were employed. Account for periods of unemployment.

Name of employer: _____

Address: _____

Telephone number: _____

Starting pay: _____ Ending pay: _____

Beginning date: _____ Ending date: _____ Total years and months: _____

full time part time

Your job title: _____

Job duties: _____

Number of employees supervised, if any: _____

Reason for leaving: _____

Name of supervisor: _____

May we contact? yes no

Name of employer: _____
Address: _____
Telephone number: _____
Starting pay: _____ Ending pay: _____
Beginning date: _____ Ending date: _____ Total years and months: _____
 full time part time
Your job title: _____
Job duties: _____

Number of employees supervised, if any: _____
Reason for leaving: _____
Name of supervisor: _____
May we contact? yes no

Name of employer: _____
Address: _____
Telephone number: _____
Starting pay: _____ Ending pay: _____
Beginning date: _____ Ending date: _____ Total years and months: _____
 full time part time
Your job title: _____
Job duties: _____

Number of employees supervised, if any: _____
Reason for leaving: _____
Name of supervisor: _____
May we contact? yes no

Name of employer: _____
Address: _____
Telephone number: _____
Starting pay: _____ Ending pay: _____
Beginning date: _____ Ending date: _____ Total years and months: _____
 full time part time
Your job title: _____
Job duties: _____

Number of employees supervised, if any: _____
Reason for leaving: _____
Name of supervisor: _____
May we contact? yes no

Name of employer: _____
Address: _____
Telephone number: _____
Starting pay: _____ Ending pay: _____
Beginning date: _____ Ending date: _____ Total years and months: _____
 full time part time
Your job title: _____
Job duties: _____

Number of employees supervised, if any: _____
Reason for leaving: _____
Name of supervisor: _____
May we contact? yes no

Describe any other training and/or experiences that you believe will assist us in evaluating your capabilities for this position:

PROFESSIONAL REFERENCES

Provide the names and means of contact of a minimum of three individuals who have knowledge of your professional work experiences

First name: _____ Last Name: _____
Occupation: _____
Contact method: _____

First name: _____ Last Name: _____
Occupation: _____
Contact method: _____

First name: _____ Last Name: _____
Occupation: _____
Contact method: _____

BACKGROUND INVESTIGATIONS

Employment into certain positions requires that we conduct background investigations. If you are interviewed for a position with the university that requires a background investigation you will be informed, and required to sign a statement authorizing the university to have such investigations conducted by a third party. Background investigations may include some or all of the following:

- Professional licensing record
- Employment history
- Criminal background investigation
- Confirmation of educational degrees/diplomas
- Credit report
- Social Security Number confirmation

CONDITIONS OF EMPLOYMENT

| | |
|--|--------------|
| <p>I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form and accompanying resume or other documentation, if any, to provide the university with relevant information that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information.</p> | |
| <p>In consideration of employment, I agree to obey the policies and procedures of the university. I understand that nothing contained in this application or in the interview process is intended to create a contract between the university and myself for either employment or for the providing of any benefits. I understand that my employment is “at-will” and the terms of employment may be changed with or without cause, with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work, at any time, for any reason, at the option of the university. This constitutes my entire agreement with the University with regard to the length of my employment.</p> | |
| <p>I understand that I may be required to take a post-hire physical examination which may include an alcohol and drug test. I further understand that at any time during my employment I may be required to take a physical examination which may include an alcohol and drug test if management reasonably suspects a condition exists that will prevent me from performing my job safely and effectively, or in a manner that endangers my own health or the safety and health of others. I authorize all providers of health care who examine me to disclose to the university or its agents all medical information revealed during such examinations. In the event that I have a disability that will affect my ability to take the test, I will so inform the university so that a reasonable accommodation can be made. The university reserves the right to require medical documentation concerning the need for accommodation.</p> | |
| <p>I understand that an offer of employment is contingent upon my providing proof of my right to work in the United States.</p> | |
| <p>I understand the university complies with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act US Code section 1092 (f). This information is available on-line at www.ulv.edu/security/. A hard copy can be obtained by contacting the Campus Safety Department.</p> | |
| <p>I understand that the university does not permit smoking in buildings, and is a smoke free, alcohol free, controlled substance free environment.</p> | |
| <p>I understand that I am required to participate in the basic retirement plan immediately at hire.</p> | |
| <p>I understand that I will be required to participate in various training programs including sexual harassment.</p> | |
| <p>I understand that I have no absolute right to privacy in regards to email, voice mail, work area, computer programs and data, and the like.</p> | |
| <p>I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare under penalty of perjury that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered at a later date.</p> | |
| <p>Applicant Signature: (If submitted electronically will be obtained if invited to interview)</p> | <p>Date:</p> |

THIS ENDS THE APPLICATION FORM. PLEASE PROCEED TO THE FOLLOWING EEO FORM

University of La Verne Equal Employment Opportunity Form

Last Name: _____
First Name: _____
MI: _____

Position(s) / Job number(s): _____

This form is voluntary and your refusal to complete it will not disqualify your application.

FOR STATISTICAL ANALYSIS ONLY

Applicants and employees are treated without regard to race, religion, gender, national origin, age, marital or veteran status, or disability.

Please answer the questions below. We utilize your responses solely for statistical analyses by the Department of Human Resources. The information is not provided to the employing department.

Check all that apply

I am: Male Female Over 40

I am: Disabled individual Disabled veteran
 Vietnam era veteran

Check one

I am: American Indian or Alaskan Native
 Asian
 Native Hawaiian or Other Pacific Islander
 Black or African American
 White
 Hispanic or Latino

OUR APOLOGIES....

You will not hear further from us unless you are selected for an interview.

Your application will be sent to and reviewed by the recruiting department to determine if you have the requisite qualifications. The department head will decide which applicants to invite for an interview.

Our best wishes to you in your search. Thank you for considering the University of La Verne.

Human Resources Department

NOTE: We may find it necessary to have you fill out a new application should you intend to file other applications at another time.