

## EMPLOYMENT APPLICATION

It is the policy of VIU to provide equal employment and educational opportunities for all people regardless of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity and expression, family responsibilities, political affiliation, disability, source of income, place of residence or business, and veteran status.

### GENERAL INFORMATION

Name: \_\_\_\_\_ SSN#: \_\_\_\_\_  
Last First

Other names by which you have been known and applicable dates: \_\_\_\_\_  
 \_\_\_\_\_

Address: \_\_\_\_\_  
Apt No. Street City State Zip

Contacts: \_\_\_\_\_  
Home Phone Work or Cell Phone E-mail

Do you have the legal right to work in the U.S? Yes No (Proof will be required upon employment)  
 Are you 18 years old or older? Yes No (Work permit may be required)

### POSITION SOUGHT

Position Applying For: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

Salary Expectation: \$ \_\_\_\_\_

Employment desired: FT only PT only FT or PT If Part time how many hours a week? \_\_\_\_\_

Please list specific days or times that you can work. M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_

Have you ever applied for employment at VIU before?

NO YES \_\_\_\_\_ (If Yes) When? \_\_\_\_\_ The Position? \_\_\_\_\_

Have you worked for VIU before?

NO YES \_\_\_\_\_ (If Yes) Dates of employment Department \_\_\_\_\_ Position \_\_\_\_\_

Do you now, or will you in the future, require sponsorship for employment visa status: Yes No

### EDUCATION

School Name, City and State / Country if outside US	Years Completed /Please select one/	Program of Study	Degree Obtained? If YES, Please indicate which?
High School:	9 10 11 12		-
College:	Fr Jr So Sr		
Graduate School:			
Post-Graduate School:			
Non-Academic Professional (other):			

**REFERENCE**

Please list three references. Do not list relatives, domestic partners, or former employers.)

**1:** Full Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Dates known: \_\_\_\_\_ Contact number: \_\_\_\_\_

**2:** Full Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Dates known: \_\_\_\_\_ Contact number: \_\_\_\_\_

**3:** Full Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Dates known: \_\_\_\_\_ Contact number: \_\_\_\_\_

**EMPLOYMENT HISTORY**

1. Have you ever been involuntarily terminated or asked to resign from employment? Yes No

If so, give the name of the employer, dates of employment, position held, name of supervisor, and reason for termination/resignation request:

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

2. Have you ever been counseled, disciplined, terminated or asked to resign as a result of reported workplace harassment, fighting/assault, violation of safety rules, or other inappropriate conduct? Yes No

If so, give the name of the employer, date and description of incident:

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

List your complete employment history, including military service, starting with your present status. All periods of unemployment must be identified as "Unemployed" and dates of unemployment identified. Do not leave time gaps. If necessary, use the Supplemental Employment History form to provide all information. **Begin with your present or most recent employer.**

**1:** Name of Employer: \_\_\_\_\_ Salary \$: \_\_\_\_\_

Position held: \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2: Name of Employer: \_\_\_\_\_ Salary \$: \_\_\_\_\_

Position held: \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3: Name of Employer: \_\_\_\_\_ Salary \$: \_\_\_\_\_

Position held: \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PROFESSIONAL CERTIFICATIONS**

1. List all professional licenses, certifications, etc., that may be related to the position you are applying for, and list dates issued and name of the organization granting the license, certification, etc.

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

2. List and describe any special skills, second languages, or other training you have that may be related to your employment.

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

**CRIMINAL HISTORY**

Have you ever been convicted of (or pleaded guilty or no contest to or paid a fine for) ANY criminal offense of ANY type whatsoever (this includes but is not limited to felonies, misdemeanors, DWI, hunting offenses, domestic violence, city or county ordinances)?

Yes No

If so, list all offenses(s), date(s) of conviction/plea, county/city/state of conviction:

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

**IMPORTANT INFORMATION**

*I certify that the information provided on this application form, along with all other information I have provided to VIU, is accurate and complete. I understand that any misrepresentations or omissions will be cause for not hiring me or for terminating my employment once hired. I understand that VIU will undertake, and I authorize the VIU to undertake, any investigation it deems necessary in considering me for employment or, if hired, my continued employment. I expressly authorize any present or former employer, school, college, or university, personal reference, chief law enforcement officer, any member of any local, state, or federal law enforcement agency, or any other person to give the VIU any information (written or oral) or records concerning me or my qualifications, employment (including but not limited to the reasons for my termination), education, or criminal record. I unconditionally release VIU and its representatives and agents and all persons from whom they request information from any and all liability relating to such request for information or any information provided.*

*I understand that, if hired, my employment will be strictly “at-will” for a probationary period of three months (90 days). That means that VIU or I may terminate the employment at any time, for any or no reason, with or without notice. No VIU manager or representative shall be authorized to make any representations to the contrary.*

*I understand that this application will be active only for a specific position identified above and only during the period VIU is seeking to fill the current opening(s), and that any job offer may be offered conditionally pending reference and background checks.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date