



WILEY COLLEGE
 Founded in 1873
APPLICATION FOR EMPLOYMENT

Fill out the application form completely. Please print or type. If questions are not applicable, enter "NA". Do not leave questions blank. The submission of a resume is encouraged for information regarding previous work activities and accomplishments, but it will not be accepted in place of a completed application. If a resume is submitted, questions on the application should not be answered, "see resume". Be sure to sign and date the application.

GENERAL INFORMATION:

Last Name _____ First _____ Middle _____ Social Security # _____

Present Address (Number and Street) _____

City _____ State _____ Zip _____ Telephone # _____

Have you ever worked at Wiley College or any other institution of higher learning? Yes _____ No _____

If yes, list the following employment information:

Name of Institution	Position	From/To Dates
_____	_____	_____
_____	_____	_____

Are you related to a current Wiley College employee? Yes _____ No _____

If yes, indicate Name and Position _____

Are you legally eligible to work in the U.S.? (Individuals hired are required to present proof of identity and legal eligibility to work in the United States prior to beginning employment with Wiley College.)

Yes _____ No _____

Have you ever served in the United States Armed Forces? Yes _____ No _____

If yes, Branch, Rank, Dates of Active Duty _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes, explain _____

DESIRED WORK SCHEDULE: Indicate the schedules for which you are available to work. (Check all that apply.)

_____ Permanent Full-Time _____ Permanent Part-Time _____ Temporary Full-Time _____ Temporary Part-Time

EMPLOYMENT INTEREST: (A separate application must be completed and submitted for each position for which you seek consideration.)

Desired Position: _____ Desired Salary \$ _____

Desired Start Date: _____

EDUCATION AND TRAINING:

Name and Location (City and State) of High School, Vocational, Technical, Secretarial School, College or University	Dates Attended Month and Year		Major Field of Study	Diploma or Degree Received
	From:	To:		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SKILLS AND ABILITIES: Indicate relevant professional craft, trade, or skills you possess, i.e., typing, drafting, office machines, computer/software:

Skill	Speed	Length and Kind of Training	Years of Experience
_____	_____	_____	_____
_____	_____	_____	_____

Are you a licensed or certified member of a profession or trade? Yes _____ No _____

License or Certification held: _____ No of Years: _____ State _____

EXPERIENCE: List most recent employment first. Request a supplemental sheet if needed. Please fill out completely and do not write "See Resume":

Employer Name	Start Date (M/Y)	End Date (M/Y)	Final Salary: Annually _____ Hourly _____ \$ _____
Street Address	City	State Zip	Telephone # _____
Last Position Held	Supervisor's Name/Title		May we contact? Yes _____ No _____
Explain reason for leaving:	Describe work responsibilities:		
_____	_____		
_____	_____		

Employer Name	Start Date (M/Y)	End Date (M/Y)	Final Salary: Annually _____ Hourly _____ \$ _____
Street Address	City	State Zip	Telephone # _____
Last Position Held	Supervisor's Name/Title		May we contact? Yes _____ No _____
Explain reason for leaving:	Describe work responsibilities:		
_____	_____		
_____	_____		

Employer Name	Start Date (M/Y)	End Date (M/Y)	Final Salary: Annually _____ Hourly _____ \$ _____
Street Address	City	State Zip	Telephone # _____
Last Position Held	Supervisor's Name/Title		May we contact? Yes _____ No _____
Explain reason for leaving:	Describe work responsibilities:		
_____	_____		
_____	_____		

Employer Name	Start Date (M/Y)	End Date (M/Y)	Final Salary: Annually _____ Hourly _____ \$ _____
Street Address	City	State Zip	Telephone # _____
Last Position Held	Supervisor's Name/Title		May we contact? Yes _____ No _____
Explain reason for leaving:	Describe work responsibilities:		
_____	_____		
_____	_____		

Employer Name	Start Date (M/Y)	End Date (M/Y)	Final Salary: Annually _____ Hourly _____ \$ _____
Street Address	City	State Zip	Telephone # _____
Last Position Held	Supervisor's Name/Title		May we contact? Yes _____ No _____
Explain reason for leaving:	Describe work responsibilities:		
_____	_____		
_____	_____		

PROFESSIONAL REFERENCES: List the names of three (3) persons who are not relatives who can be contacted as work references, and the name of one (1) person who can be contacted as a personal reference.

Name	Work/Personal Relationship	Address	Telephone #	Occupation
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PLEASE READ CAREFULLY

1. I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements or omissions may be grounds for the rejection of my application or dismissal after employment.
2. I understand that Wiley College is an "At Will" employer and any verbal offer of employment does not constitute an employment contract unless a written document to that effect is executed by the employer and employee.
3. I hereby authorize Wiley College to investigate any information included in the application and to use any information obtained from its investigation to determine my suitability for employment.
4. If employed, I agree to abide by the policies, procedures, rules, and regulations of Wiley College. I also acknowledge Wiley College's right to revise its policies, procedures, rules and regulations at any time for any reason and I agree to abide and be governed by such revisions.
5. I understand that there is a probationary period of up to one (1) year, but not less than six (6) months and that Wiley College has the right to dismiss for any reason, and without notice, during the probationary period.
6. I further agree that any debts to Wiley College, which I may incur during my employment, may be withheld from my earnings.

Note: This application will be considered only if it is completed entirely, signed, and dated below. In addition, official college transcripts will be required upon employment, where applicable.

In compliance with Federal and State Equal Employment Opportunity Law, qualified applicants are considered for all positions without regard for race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, or the presence of handicap or disability. The Americans with Disabilities Act requires employers to provide reasonable accommodations for known physical or mental disabilities of applicants.

Signature _____

Date _____

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APPLICATION DATA FORM

It is the policy of Wiley College to assure equal opportunity and fair treatment in all aspects of the employment process. All applicants, therefore, are asked to voluntarily provide the following information, which is used to document and assess the effectiveness of Wiley's affirmative action program. The Application Data Form will be separated from the application in the Human Resources Office and will NOT be considered in employment decisions. Please complete and return this form with your application or mail to the Wiley College Human Resources Office, 711 Wiley Avenue, Marshall, Texas 75670-5199.

Last Name	First Name	Middle Initial	Social Security #
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Street Address	City	State	Zip	Telephone #
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Please write the appropriate code in the blank below each category:

Gender Code	Ethnic Code	Birthday	Veteran Status:	Marital Status:
_____	_____	_____	_____	_____
F = Female M = Male	1 = White 2 = Black 3 = Hispanic 4 = Asian or Pacific Islander 5 = American Indian or 6 = Other: _____	MM-DD-YY	1 = Vietnam Era 2 = Disabled Vietnam Era Veteran 3 = Veteran – Other 4 = Disabled Veteran 5 = Surviving Spouse 6 = Orphan of Veteran	M = Married S = Single D = Divorced W = Widow/er P = Separated Z = Other

What source informed you of this position?

- _____ Employee of Wiley College (Name: _____)
- _____ Acquaintance (not a Wiley College employee)
- _____ Wiley Website
- _____ Wiley Radio Station
- _____ Advertisement (newspaper or other publication)
- _____ Posting at Wiley College
- _____ Posting at Another Location: _____
- _____ Walk-In
- _____ Employment Agency
- _____ Texas Workforce Commission
- _____ Other: _____

You are applying for what positions?

Position Title _____

Position Title _____