



# Office of Human Resources

## Employment Application

(To be used for ALL positions)

**Date:**

**Name:** Last:            First:            Middle:            Preferred Name:

**Address:**

**City:**            **State:**            **Zip Code:**

**Phone Numbers:** Home:            Cell:            Business:

**Email:**

**Position of Interest:**             Full Time  Part Time

**Date You Can Start:**            **Salary Desired: \$**

**How did you learn about the position?**

- Employee Referral – Name:
- Advertisement – Where:
- Employment Agency –
- Other –

**Special Skills, Training, Qualifications, Membership in Professional Societies, Licenses, Certifications, etc.**

### EDUCATION

Schools	Name and Location	Major / Minor	Degree / Diploma
High School			
College / University			
Graduate or Professional			
Other Training or Education			



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### EMPLOYMENT HISTORY

Show your entire work history, starting with your most recent or current employer. Attach additional sheets if necessary. Explain any gaps in your employment history. All sections should be completed, except that you may refer "Primary Duties" to an attached resume.

Dates Employed (mm / yr): From To <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hrs per wk:	Organization Name and Address:	Starting Position Title:
Annual Salary: Starting \$ Final \$	Primary Duties:	
Supervisor's Name, Title, Phone #:	Other Reference Name, Title, Phone #:	
Reason for Leaving:		

Dates Employed (mm / yr): From To <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hrs per wk:	Organization Name and Address:	Starting Position Title:
Annual Salary: Starting \$ Final \$	Primary Duties:	
Supervisor's Name, Title, Phone #:	Other Reference Name, Title, Phone #:	
Reason for Leaving:		

Dates Employed (mm / yr): From To <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hrs per wk:	Organization Name and Address:	Starting Position Title:
Annual Salary: Starting \$ Final \$	Primary Duties:	
Supervisor's Name, Title, Phone #:	Other Reference Name, Title, Phone #:	
Reason for Leaving:		



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### GENERAL INFORMATION

May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you related by blood or marriage to any person now employed at Pfeiffer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give the name, relation and department:	
Do you have the legal right to be employed in the U.S.? <i>(Pfeiffer University will require proof of legal right to work in the U.S. after an individual's acceptance of an offer of employment.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a misdemeanor or felony other than a minor traffic violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain <i>(A yes answer will not automatically disqualify you from employment consideration):</i>	

### REFERENCES (Persons other than relatives. List complete name, address, and phone number):

Name	Address	Phone Number

I certify that answers in this application are true and complete to the best of my knowledge. I authorize Pfeiffer University to verify any information contained in this application for employment as necessary to arrive at an employment decision. I understand that Pfeiffer University is an at-will employer. I understand that false or misleading information given in my application or interview(s) may result in disqualification of my application for employment or discharge if I am employed by Pfeiffer University.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date