



EMPLOYMENT APPLICATION

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An Equal Opportunity Employer

APPLICANT INFORMATION			
Last Name (PRINT)	First Name	Middle Name	
Current Street Address/Apt. #		City	State Zip Code
Phone Number(s):	Email:	Desired Position(s):	
Have you ever worked for Aurora University? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide dates of employment and position(s) held.	Date Available:	
		Salary Expectations:	
Have you ever been convicted of a misdemeanor (other than a traffic violation)? <input type="checkbox"/> Yes <input type="checkbox"/> No Felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list date of conviction(s), location(s), nature of offense(s), and provide sentence/fine information. <i>(Attach additional sheet if necessary)</i>			
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will you now or in the future require sponsorship for employment visa status? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION				
Level	School and Location	Diploma or Degree	Major	Graduated?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Business/Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Certifications/Licenses				

VOLUNTEER EXPERIENCES			
<i>(Please list any volunteer work starting with the most recent)</i>			
Organization and Location	Type of Work and Activities	From	To

EMPLOYMENT HISTORY*(Please provide past 10 years of employment history – use additional paper if necessary)*

Employment Dates (Mo/Yr)	Organization/Institution (Name, Address and Telephone)	Job Title	Name and Job Title of Supervisor:	Reason for Leaving
From: To:				
From: To:				
From: To:				

PROFESSIONAL REFERENCES*(Please provide three work-related references that we may contact)*

Name	Occupation	Contact Information	Relationship	How Long Known?

Aurora University does not discriminate in hiring or employment on the basis race, color, religion, national origin, sex, age, sexual orientation, genetic information, physical or mental disability, or veteran status, or any other characteristic protected by law. No question on this application is intended to secure information to be used for such discrimination.

I have read and understand the statements contained herein and certify that they are true, accurate and complete. I understand that Aurora University requires the above information for the purpose of evaluating my credentials for employment. Aurora University has sufficient cause for refusal of employment or the right to terminate employment at any time if it discovers that I have provided incomplete, untrue or misleading answers in this application or any other document/form at any time before or during my employment.

I hereby authorize Aurora University to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize my former employers to disclose to the University any and all letters, reports, and other information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release the University, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that I will be required to provide approved documentation on my first day of work that verifies my right to work in the United States in compliance with the Immigration Reform Control Act of 1986. I also understand that I must provide my Social Security card to verify my name and Social Security number.

I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between the University and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time with or without prior notice at the option of either myself or of the University, and that no promises or representations contrary to the foregoing are binding on the University unless made in writing and signed by me and the University's President.

I understand that if employment is gained under this application, I will be required to comply with all Aurora University rules and regulations.

 Signature of Applicant

 Date