

Date: _____

Trinity University

Application for Employment

An Equal Opportunity Employer

APPLICANTS WILL BE CONSIDERED FOR ALL POSITIONS FOR WHICH QUALIFIED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, PHYSICAL OR MENTAL DISABILITY.

PLEASE ANSWER ALL ITEMS COMPLETELY:

NAME: _____
Last First Middle

ADDRESS: _____
Street City State Zip Code

HOME PHONE: _____ MOBILE PHONE: _____ E-MAIL: _____

POSITION DESIRED: _____ MINIMUM ACCEPTABLE SALARY: _____ DATE AVAILABLE: ____/____/____

CHECK WHICH YOU WILL ACCEPT: FULL-TIME: PART-TIME: TEMPORARY: SHIFTS:

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? _____

HOW DID YOU FIND OUT ABOUT THIS JOB? _____

INDICATE ANY PREVIOUS EMPLOYMENT WITH TRINITY: _____

LIST ANY RELATIVES WORKING AT TRINITY: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? _____

IF YES, EXPLAIN _____

HAVE YOU EVER BEEN DISCHARGED BY AN EMPLOYER? _____

IF YES, EXPLAIN _____

WHAT JOB RELATED PROFESSIONAL ORGANIZATIONS DO YOU BELONG TO? _____

WHAT TRADE / PROFESSIONAL LICENSES OR CERTIFICATES DO YOU HOLD? _____

WHO DO WE CONTACT IN CASE OF EMERGENCY? _____
Name Daytime Phone Relationship

MILITARY BACKGROUND

BRANCH: _____ HIGHEST RANK: _____

DATES OF SERVICE: ____/____/____ TO: ____/____/____

SPECIAL SKILLS OBTAINED: _____

EDUCATIONAL BACKGROUND

	NAME OF INSTITUTION	COURSE(S) OR MAJORS(S)	DATES OF ATTENDANCE		DEGREE RECEIVED OR HOURS COMPLETED
			FROM	TO	
HIGH SCHOOL					
COLLEGE					
GRADUATE					
OTHER					

WORK EXPERIENCE

START WITH MOST RECENT EMPLOYER. PLEASE DO NOT LEAVE ANY SPACES BLANK, EVEN IF RESUMÉ IS ATTACHED.

DATES OF EMPLOYMENT

FROM: _____ / _____
MONTH YEAR

TO: _____ / _____
MONTH YEAR

SALARY

START: _____

END: _____

FULL TIME: PART TIME:

EMPLOYER: _____

ADDRESS: _____
STREET CITY STATE PHONE

JOB TITLE: _____ SUPERVISOR: _____

DUTIES: _____

WERE YOU PROMOTED WHILE THERE? _____

DISCHARGED: QUIT: REASON: _____

DATES OF EMPLOYMENT

FROM: _____ / _____
MONTH YEAR

TO: _____ / _____
MONTH YEAR

SALARY

START: _____

END: _____

FULL TIME: PART TIME:

EMPLOYER: _____

ADDRESS: _____
STREET CITY STATE PHONE

JOB TITLE: _____ SUPERVISOR: _____

DUTIES: _____

WERE YOU PROMOTED WHILE THERE? _____

DISCHARGED: QUIT: REASON: _____

DATES OF EMPLOYMENT

FROM: _____ / _____
MONTH YEAR

TO: _____ / _____
MONTH YEAR

SALARY

START: _____

END: _____

FULL TIME: PART TIME:

EMPLOYER: _____

ADDRESS: _____
STREET CITY STATE PHONE

JOB TITLE: _____ SUPERVISOR: _____

DUTIES: _____

WERE YOU PROMOTED WHILE THERE? _____

DISCHARGED: QUIT: REASON: _____

<p style="text-align: center;">DATES OF EMPLOYMENT</p> <p>FROM: _____ / _____ <small>MONTH YEAR</small></p> <p>TO: _____ / _____ <small>MONTH YEAR</small></p> <p style="text-align: center;">SALARY</p> <p>START: _____</p> <p>END: _____</p> <p>FULL TIME: <input type="checkbox"/> PART TIME: <input type="checkbox"/></p>	<p>EMPLOYER: _____</p> <p>ADDRESS: _____ <small>STREET CITY STATE PHONE</small></p> <p>JOB TITLE: _____ SUPERVISOR: _____</p> <p>DUTIES: _____</p> <p>_____</p> <p>WERE YOU PROMOTED WHILE THERE? _____</p> <p>DISCHARGED: <input type="checkbox"/> QUIT: <input type="checkbox"/> REASON: _____</p>
<p style="text-align: center;">DATES OF EMPLOYMENT</p> <p>FROM: _____ / _____ <small>MONTH YEAR</small></p> <p>TO: _____ / _____ <small>MONTH YEAR</small></p> <p style="text-align: center;">SALARY</p> <p>START: _____</p> <p>END: _____</p> <p>FULL TIME: <input type="checkbox"/> PART TIME: <input type="checkbox"/></p>	<p>EMPLOYER: _____</p> <p>ADDRESS: _____ <small>STREET CITY STATE PHONE</small></p> <p>JOB TITLE: _____ SUPERVISOR: _____</p> <p>DUTIES: _____</p> <p>_____</p> <p>WERE YOU PROMOTED WHILE THERE? _____</p> <p>DISCHARGED: <input type="checkbox"/> QUIT: <input type="checkbox"/> REASON: _____</p>

May we contact each of your past employers? _____ If not, which should we not contact? _____

Please check below the skills you possess:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Typing (_____ wpm) | <input type="checkbox"/> Data Entry/CRT* | <input type="checkbox"/> Bookkeeping |
| <input type="checkbox"/> Word Processing* | <input type="checkbox"/> Ten Key | |
| <input type="checkbox"/> Bilingual (2 nd Language: _____) | | |
| <input type="checkbox"/> Other (list: _____) | | |

*Please list the computer hardware and software you have used: _____

APPLICANT STATEMENT:

I understand that misrepresentation of fact in this application will be sufficient ground for termination of my employment or cancellation of job offer without notice any time hereafter. I hereby authorize Trinity University to investigate these statements without liability arising therefrom. In consideration for my employment I agree to conform to the rules and regulations of Trinity University and understand that my employment and compensation can be terminated with or without cause and with or without notice any time at the option of the University or myself.

Signature of Applicant

Thank you for completing this application form and for your interest in employment with Trinity University.

TRINITY UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER