

APPLICATION FOR EMPLOYMENT
Denison University, P.O. Box F, Granville, Ohio 43023
An Equal Opportunity Affirmative Action Employer

PLEASE READ.

Before completing this application, you are advised that work schedules and duties may be modified from time to time at the convenience of the University. You are further advised that alternate similar job functions may be assigned during those periods when school is not in session. Completion of this form indicates an acceptance of these conditions.

PLEASE PRINT.

| | | | | | | | |
|--|--|--|-----------------------------|---|---------------------|----------|------------|
| PERSONAL | Last Name | | First | Middle | Social Security No. | | |
| | Address | | Number & Street | City | State | Zip Code | Home phone |
| | Length of time at present address | | Previous address | | | | |
| | Notify in emergency | | | | | | |
| | Address | | Daytime phone | | | | |
| | Have you ever been convicted of a felony? If yes, please give details including place and date of conviction and nature of charge. (See note, inside page right *) | | | | | | |
| | Can you perform the essential functions of the job (as listed in the job description) for which you are applying, with or without reasonable accommodation? | | | | | | |
| JOB INTEREST | Position desired | | Salary expected (per month) | | Date available | | |
| | Other positions for which you are qualified | | | | | | |
| | Who interested you in us or who referred you to us? | | | | | | |
| | Name of relatives employed by Denison University (indicate location where employed) | | | | | | |
| | Have you ever been employed by this university? If yes, when & where? | | | Have you ever applied for employment with this university? If yes, when & where? | | | |
| EDUCATION | Circle highest grade completed in each category. | | High School | | College | | |
| | | | 9 10 11 12 | | 1 2 3 4 | | |
| | Name & location of high school | | | Course | | | |
| | Name & location of college | | | Degree & major | | | |
| | Name & location of business, apprentice or vocational school | | | Course | | | |
| | Are you studying now? | | What? | | Where? | | |
| | Other training or skills | | | | | | |
| Check any equipment you are now capable of operating. | | | | | | | |
| <input type="checkbox"/> Typewriter <input type="checkbox"/> Dictaphone <input type="checkbox"/> Computer <input type="checkbox"/> Adding machine <input type="checkbox"/> Calculator <input type="checkbox"/> Word processing software (specify type below) <input type="checkbox"/> Other equipment (specify below) | | | | | | | |
| MILITARY | Branch of U.S. service | | Final rank | | | | |
| | Service schools or special experience | | | | | | |
| | List any specialized training or skills acquired which you feel would apply to employment. | | | | | | |

EMPLOYMENT EXPERIENCE

List each job held. Start with your present or most recent job. Include military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex or national origin.) Please complete all areas.

| | | |
|--------------------|--------------------|----------------|
| Employer | Dates | Work performed |
| Address | From: | |
| Business phone | To: | |
| Job title | Hourly rate/Salary | |
| Supervisor | Starting: | |
| Reason for leaving | Final: | |

| | | |
|--------------------|--------------------|----------------|
| Employer | Dates | Work performed |
| Address | From: | |
| Business phone | To: | |
| Job title | Hourly rate/Salary | |
| Supervisor | Starting: | |
| Reason for leaving | Final: | |

| | | |
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| | | |
|--------------------|--------------------|----------------|
| Employer | Dates | Work performed |
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| Business phone | To: | |
| Job title | Hourly rate/Salary | |
| Supervisor | Starting: | |
| Reason for leaving | Final: | |

Summarize special skills and qualifications acquired from employment or other experience.
If you need additional space, please continue on back cover.

REFERENCES

List the names of three work-related references.

| Name | Street & City Address | Daytime telephone | Occupation | How long has he/she known you? |
|------|-----------------------|-------------------|------------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |

REMARKS: Use this space to provide any additional information you feel will assist us in evaluating your qualifications for employment.

I hereby certify that, to the best of my knowledge, the answers to the foregoing questions and statements are true and correct. If anything contained in this application is found to be untrue, I understand I will be subject to dismissal at any time during my employment.

I further understand that employment may be contingent upon my passing a physical examination to the satisfaction of the University examiner.

If employment is obtained under this application, I will comply with all rules and regulations of Denison University.

**I also authorize my former employers to release information they may have regarding my employment.
I understand this application is valid for one year only.**

I further release and agree to hold harmless my prior employer and any individual providing information honestly and in good faith from all liability for any claim or damage that may result from furnishing such information.

I understand that this application does not constitute an employment contract or an offer of employment. I further understand that the State of Ohio is an "at will" employment state and if I am offered a position of employment, that my employment will be "at will" and that either I or the University may terminate this employment at any time for any reason.

Applicant signature _____

Date _____

***** A conviction record will not necessarily be a bar to employment, and factors such as the time of the offense, the seriousness and the nature of the violation, and nature of the job for which you are applying will be taken into account.

Denison University does not engage in discrimination in its educational student life and employment programs, against students, prospective students, employees or prospective employees, on account of race, color, religion, ethnic or national origin, age, personal disability, gender, sexual preference, or veteran status. The University complies with requirements of Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 as amended, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act of 1990 and all other applicable federal, state and local statutes, ordinances and regulations.

Crime Awareness and Campus Security Act

The security and safety of all members of the campus community is of vital concern to Denison University. The Campus Security and Safety Overview includes annual campus crime statistics of the most recent three-year period and details the authority of Campus Security and Safety officers. It also provides information on how to report crimes that may occur on campus, outlines the campus alcohol and drug policy, and provides information on several campus resources. Copies of this publication may be requested from Denison University Campus Safety and Security, Doane Administration Building, P.O. Box F, Granville, OH 43023, or by calling **740.587.6482**, or email at **moore@denison.edu**.