



Application for Employment

PERSONAL DATA: (please print)

Name: _____
Name First Middle Social Security No. (optional)

Address: _____
Street City State Zip Code

Telephone Number: _____

Permanent Address (if different):

Street City State Zip Code

A. Are you a citizen of the United States? Yes ____ No ____
If not, do you have a legal right to remain permanently in the United States?
Yes ____ No ____

B. Have you ever been convicted of a crime, other than a traffic violation? (A conviction will not affect consideration for employment.) Yes ____ No ____

C. This Section is for Applicants for Office Work
Word Processing/Typing Speed ____ wpm Record keeping Experience Yes ____ No ____
Name Office Machines that you have experience with: _____

D. Type of Work Desired:
State the type of work desired _____
Minimum Salary _____ When are you available for employment? _____
Are you willing to work overtime? _____ Are you willing to Travel? _____

EDUCATIONAL HISTORY:

Table with 3 columns: Institutions Attended, Location, Major Subject

EMPLOYMENT HISTORY:

Employer _____ Phone _____ Dates _____
Address _____ Supervisor _____
Position _____ Salary _____
Explain duties _____
Reason for leaving _____
May we contact supervisor? _____

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Address _____ Supervisor _____
Position _____ Salary _____
Explain duties _____
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REFERENCES:

(former employers)

Name

Address

Telephone Number

List any additional qualifications you believe to be of value in this type of work:

PLEASE READ CAREFULLY:

Full-Time employees at Webster University become eligible for health and life insurance and other benefits effective on the first of the month immediately following the hire date.

I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize you to inquire of any and all persons including past employers, whom I have named in the application regarding my character and ability as well as to statements contained herein.

I understand that my employment with the University is an "at will" arrangement and may be terminated at any time by myself or the University. Two week notice will be expected and will be given in case of termination.

Signature of Applicant

Date

Webster University is an Equal Opportunity/Affirmative Action Employer. Women, Minorities and applicants covered by the Americans with Disabilities Act are encouraged to apply.