



Staff Employment Application

Date _____

Full Name _____ Social Security No. _____
 Last First MI

Address _____ Telephone _____
 No. Street

City _____ State _____ Zip _____

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, describe: _____

Position for which you are applying _____

What type of position are you seeking? Part-time _____ Full-time _____

If your application is considered favorably, on what date would you be available for work? _____

How did you learn of this position? _____

North Carolina Wesleyan University is an equal opportunity employer and does not discriminate on the basis of race, color, national or ethnic origin, age, sex, religious denomination, or disabilities in the administration of its admission and educational policies, scholarships, loan programs, athletics, employment practices or any other University-administered program. You may view the University's annual fire and security report concerning reported crimes and fires that occurred on campus the previous three years and on public property within, or immediately adjacent to and accessible from the campus or are under the campus control. The report also includes institutional policies concerning campus security and jurisdiction, policies concerning alcohol and drug use, crime prevention, safety, the reporting of crimes, sexual assault and other matters. You will find the Fire and Safety Report at www.ncwc.edu/security-and-fire-report on the University's web site or you can obtain a copy by contacting the Director of Security at 252-985-5585 and requesting one.

Title IX Coordinator Contact: Jason Modlin, Ed.D., Dean of Students/Title IX Coordinator, 111 Hardees Student Union
jmodlin@ncwc.edu, 252.985.5404

RECORD OF EDUCATION

School Name	School Address	Course of Study	Last Year Completed	Did You Graduate	List Diploma or Degree
High School					
University					
Other (specify)					

LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Name and Address of Company	From Mo. Yr.	To Mo. Yr.	Describe Job Responsibilities	Starting Salary	Ending Salary
Type of Business:	May we contact?	Yes / No	Supervisor Name:	Phone:	
Reason For Leaving:					
Name and Address of Company	From Mo. Yr.	To Mo. Yr.	Describe Job Responsibilities	Starting Salary	Ending Salary
Type of Business:	May we contact?	Yes / No	Supervisor Name:	Phone:	
Reason For Leaving:					
Name and Address of Company	From Mo. Yr.	To Mo. Yr.	Describe Job Responsibilities	Starting Salary	Ending Salary
Type of Business:	May we contact?	Yes / No	Supervisor Name:	Phone:	
Reason For Leaving:					

REFERENCES (Do Not Use Relatives)

Name and Occupation	Address	Phone Number

Please READ and SIGN Below:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that falsified or incomplete statements on this application shall be grounds for disqualification from further consideration or for dismissal from employment if hired. I authorize investigation of all statements contained herein and the references listed above to give North Carolina Wesleyan University any and all information concerning my education and previous employment and any pertinent information they may have, and I release all parties from all liability for any damage that may result from furnishing same to the University. I further agree to conform to the rules and regulations of North Carolina Wesleyan University. I understand that North Carolina Wesleyan University is an employer "at will" and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of the University or myself. I also acknowledge that as a condition of employment, North Carolina Wesleyan University may or will conduct a criminal background check on my behalf.

Signature of Applicant