

**General Employment Application**

*If you need accommodations for the application or hiring process, please let us know so that we can assist you.*

*The information you provide on this form is subject to verification. Giving false information or making misrepresentations may disqualify you from consideration.  
  
All positions are subject to a criminal history background check prior to the start of employment. Some positions may also require a credit check and/or a pre-employment drug screening. Results of those checks may affect employment decisions. If you have concerns or questions about what checks apply to this position, please ask during the interview or contact the University's Department of Human Resources.*

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| Applying for what position/job? | | |
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| **Personal Data** | | |
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| Legal Name: | | Goes-by Name: |
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| Residence/Mailing Address: | | |
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| Telephone Number: | Alternate Telephone Number: | |
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| Email Address: | | |
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| **Work Experience** Please list your current or most recent work experience first. | | |
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| Current/Most Recent Employer  Company name & address: | Supervisor name & telephone number: | |
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| Dates Worked  Start: | End: | |
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| Job Description  Please describe work performed, duties, skills, and equipment used: | | |
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| Reason for Leaving: | | |
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| Next Prior Employer  Company name & address: | Supervisor name & telephone number: | |  |
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| Dates Worked  Start: | End: | |  |
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| Job Description  Please describe work performed, duties, skills, and equipment used: | | |
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| Reason for Leaving: | | |
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| Next Prior Employer  Company name & address: | Supervisor name & telephone number: | |
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| Dates Worked  Start: | End: | |
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| Job Description  Please describe work performed, duties, skills, and equipment used: | |
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| Reason for Leaving: | |
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| Next Prior Employer  Company name & address: | | | Supervisor name & telephone number: |
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| Dates Worked  Start: | | End: | | |
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| Job Description  Please describe work performed, duties, skills, and equipment used: | | | |
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| Reason for Leaving: | | | |
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| **Education** | | | | |
| Do you have a high school diploma, GED, or equivalent? | |  | | |
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| High School  Name and location of high school: | | Last year attended & diploma/major: | | |
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| Vocation or Technical School  Name and location of school: | | Last year attended & diploma/major: | | |
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| College or University  Name and location of school: | | Last year attended & diploma/major: | | |
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| List additional relevant credentials you hold (Licenses, certificates, etc.) | | | | |
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| **References** | | | | |
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| Please provide names, employer names, and telephone numbers or email addresses for three persons who are familiar with your work and who are not related to you. | | | | |
| Reference #1: |  | | | |
| Reference #2: |  | | | |
| Reference #3: |  | | | |
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| Do you give permission for Averett University to contact your references and current/prior employers? | | | |  |
| **Signature and Certification** | | | | |
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| With my signature below (typed or written), I certify that all information this and the attached pages is true, correct, and complete to the best of my knowledge and contains no known false statements or misrepresentations. I authorize all former and current employers to release job-related information about me. | | | | |
| Signature | | | Date | |
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| How did you learn of this position? | | | | |