

GRAND VIEW UNIVERSITY
Human Resources Department
1200 Grandview Avenue
Des Moines, Iowa 50316-1599

Grand View University is an Equal Opportunity employer. Grand View does not discriminate and the information on this application will not be used for the purpose of limiting or excluding any applicant's consideration from employment on a basis prohibited by local, state, or federal law.

Please complete this entire application form. If there are questions that do not apply to you, mark them "N.A." Additional resumes or other materials are welcomed, but this form should be fully completed. Information you provide will be considered confidential and will only be used for purposes of employment consideration.

EMPLOYMENT APPLICATION

CONTACT INFORMATION

Date: _____

Name: _____ Social Security Number: _____
Last First Middle

Current Address: _____
Number/Street City State Zip Code

Telephone: _____
Home Cell

Email Address: _____

JOB INTERESTS

Position for which you are applying: _____ Wage desired: _____

Employment desired: Full-time Part-Time Temporary

Date available for employment: _____

Days/Hours available: _____

Have you previously been employed by Grand View? Yes No
If yes, when and in what position? _____

Are any of your relatives currently working at Grand View? Yes No
If yes, please list who and nature of relationship: _____

How were you referred to us? (Please check all that apply and list the source)

- | | |
|---|--|
| <input type="checkbox"/> College Recruit/Recent College Grad | <input type="checkbox"/> www.grandview.edu |
| <input type="checkbox"/> Employee Referral: _____ | <input type="checkbox"/> Website: _____ |
| <input type="checkbox"/> Newspaper/Journal Advertisement: _____ | <input type="checkbox"/> Other: _____ |

Are you 18 years of age or older? Yes No
Do you have the legal right to work in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

EMPLOYMENT HISTORY

Please begin with your present or most recent job and list your last four employers.

Employer:	Dates Employed:
Address:	Leaving Salary:
Telephone:	Your duties:
Job Title:	
Supervisor:	Reason for leaving:

Employer:	Dates Employed:
Address:	Leaving Salary:
Telephone:	Your duties:
Job Title:	
Supervisor:	Reason for leaving:

Employer:	Dates Employed:
Address:	Leaving Salary:
Telephone:	Your duties:
Job Title:	
Supervisor:	Reason for leaving:

Employer:	Dates Employed:
Address:	Leaving Salary:
Telephone:	Your duties:
Job Title:	
Supervisor:	Reason for leaving:

* May we contact the above employers for reference checking purposed? Yes No

If no, please list the employers who are not to be contacted: _____

TECHNICAL SKILLS

Please answer the following as applicable:

- Typing speed (wpm): _____
 Personal computer
 Other software programs: _____

- MS Excel
 MS Word

- Powerpoint
 Email

Additional experiences, skills, or qualifications which you feel would be applicable to the position for which you are applying:

EDUCATION

	School	Address	Number of years attended/credits earned	Certificates, diplomas, degrees earned	Major and/or minor
High School					
Vocational or Business School					
Colleges and Universities- Undergraduate					
Colleges and Universities – Graduate					
Title of Masters and/or Doctoral Thesis					
Other – Include courses taken or now taking					

*If the position for which you are applying requires post-secondary education, please attach or mail a copy of the appropriate transcripts. Official transcripts must be received before an employment offer may be finalized.

REFERENCES

List three personal references, excluding relatives and former employers, who have knowledge of your qualifications for this position.

Name	Phone	How long have you known this person?	Nature of relationship

CONDITIONS OF EMPLOYMENT

Have you ever been convicted of, or plead "guilty" or "no contest" to a crime?

Yes No

If yes, please provide date(s) and details. (An affirmative response is not an absolute bar to employment). _____

Are any criminal charges currently pending against you?

Yes No

PRE-EMPLOYMENT BACKGROUND CHECKS ARE REQUIRED FOR ALL POSITIONS AT GRAND VIEW UNIVERSITY.

APPLICATION FORM WAIVER AND APPLICANT'S STATEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

This application shall remain active for 90 days. After 90 days, if I have not heard from Grand View University and am still interested in employment it will be necessary to reapply and fill out a new application. If hired, this application becomes part of my official employment record.

I hereby certify that the information given by me in this application is complete, true and correct to the best of my knowledge. I understand and agree that any false information, misrepresentation or omission of facts in this application and the application process may be justification for refusal to hire, or immediate termination of employment without recourse. I further understand and agree that all information furnished in this application and the application process may be verified by Grand View University.

I expressly authorize without reservation all employers, schools, persons and organizations, having relevant information and knowledge of my employment, credit history, work habits, character and any criminal or other relevant record, to provide it to Grand View University or its duly authorized representative for its use in deciding whether to offer me employment and specifically waive any required written notification. I hereby release such employers, schools, persons, organizations and Grand View University from all liability for any claims or damage which may result.

I understand that, in connection with the routine processing of my employment application, Grand View University may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, Grand View University will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Grand View University and me for either employment or for the providing of any benefit. If an employment relationship is established, I agree to comply with the rules and regulations of Grand View University and further understand and agree that, absent some other agreement, my employment and compensation can be terminated at any time with or without cause or notice, at the option of either Grand View University or me.

I agree that any claim or lawsuit relating to this Application or to my service with Grand View University or any of its subsidiaries must be filed not more than 180 days after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION FORM WAIVER AND APPLICANT'S STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Application Form Waiver and Applicant's Statement. In signing this form, I certify that I understand all of the questions and statements on this Application for Employment.

Signature and Certification of Applicant _____

Date _____

Grand View University is a smoke-free campus.