



NATIONAL AMERICAN UNIVERSITY

THE NATIONAL COLLEGE SYSTEM

Application for Employment

An Equal Opportunity Employer

To be considered for employment, complete the application in its entirety. The use of the words "see resume" on this application does not constitute completion of the form and may result in your application being withdrawn from consideration. Please follow all instructions as outlined on the form.

I. PERSONAL DATA

DATE:

Name:
Last First Initial

Address:
Street Apt. City State Zip

Telephone numbers at which you can be reached: (daytime) (evenings)

E-Mail Address:

Have you previously been employed by National American University? Yes No

If yes, when? where?

Will you travel if a job requires it? Yes No

Are you under the age of 18? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? *If hired, you will be required to show proof of employment authorization.* Yes No

May we contact your present employer? Yes No

Are you able to perform the duties of the job for which you are applying? Yes No

II. EMPLOYMENT DESIRED

Position(s) applied for:

Date available for work: Salary desired:

Are you available to work (check all that apply) Full Time Part Time Temporary

III. EDUCATION/SPECIAL TRAINING DATA (Must be completed in full. **Indicating see resume is not sufficient.**)

	High School	Undergraduate College/University	Graduate/ Professional
School Name/Location			
Years Completed	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Diploma/Degree Obtained			
Describe Course of Study	Undergraduate:		Graduate:
Describe any specialized training, apprenticeship, skills and extra-curricular activities			
Describe any honors, commendations you have received			
State any additional information you feel may be helpful to us in considering your application			

Have you ever had any job-related training in the United States military?

If yes, please describe:

IV. REFERENCES

Please provide the name, city, state, e-mail, phone number, length of time known, and occupation of **at least three (3)** individuals who are not related to you and are not previous employers.

(Must be completed in full; **city, state, and phone numbers are required; e-mail address is optional**)

Name	City, State	Phone Number	E-mail	Length Known	Occupation

V. EMPLOYMENT HISTORY

(Must be completed in full. **Indicating see resume is not sufficient. Street addresses and phone numbers for former employers is required.**)

List all previous employment. Start with most recent job. Include any job-related military service assignments and/or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

1. Employer <input type="text"/> Address <input type="text"/> Telephone Number <input type="text"/> Job Title <input type="text"/> Reason for Leaving <input type="text"/>	Length of Service From <input type="text"/> To <input type="text"/> Yrs. <input type="text"/> Mos. <input type="text"/> Hourly Rate/Salary Starting <input type="text"/> Ending <input type="text"/> Supervisor <input type="text"/>	Work Performed <input type="text"/>
2. Employer <input type="text"/> Address <input type="text"/> Telephone Number <input type="text"/> Job Title <input type="text"/> Reason for Leaving <input type="text"/>	Length of Service From <input type="text"/> To <input type="text"/> Yrs. <input type="text"/> Mos. <input type="text"/> Hourly Rate/Salary Starting <input type="text"/> Ending <input type="text"/> Supervisor <input type="text"/>	Work Performed <input type="text"/>
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4. Employer <input type="text"/> Address <input type="text"/> Telephone Number <input type="text"/> Job Title <input type="text"/> Reason for Leaving <input type="text"/>	Length of Service From <input type="text"/> To <input type="text"/> Yrs. <input type="text"/> Mos. <input type="text"/> Hourly Rate/Salary Starting <input type="text"/> Ending <input type="text"/> Supervisor <input type="text"/>	Work Performed <input type="text"/>

If you need additional space, please continue on a separate sheet of paper.

Summarize any special job-related skills and/or qualifications acquired that may not be listed above.

VI. APPLICANT'S ACKNOWLEDGMENT

(Please read before signing.)

National American University does not discriminate in hiring or employment on the basis of race, color, creed, religion, national origin, sex, age, marital or veteran status, or disability. In reading and answering the questions, please keep in mind that none of the questions are intended to imply any limitations, preferences or discrimination based on any non-job-related information. By completing this application there is no assurance of employment. Use of this form does not indicate there are positions available. This application must be completed in full to be considered for employment. A response of "see resume" will not be accepted.

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

As a condition of my employment, I accept the principle that the welfare of the university depends upon the conduct and honesty of its employees and the trust and confidence of our students and the public in general. The university expects honesty, security and confidentiality. I therefore agree to the following:

1. I agree to give no unauthorized information relative to the accounts of the university or its relation with others, and to discuss no matters of a confidential nature relating to the university's affairs unless such discussion is in the necessary course of the university's business and is in accordance with the university's policy.
2. I also agree to inform the management of the university, without delay, of any fraud, false entry, substantial error, embezzlement or employee misconduct, which I discover or know to have taken place in any records, property or funds of the university, and to report any transaction or matter that seems damaging to the university.
3. In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all the policies, rules and regulations of the employer.

This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application.

The applicant understands that neither this document nor any written or oral offer of employment from this employer constitutes an employment contract. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon. **All employment at the university is At-Will.** Just as an employee may resign for any reason he/she has, the employer may also terminate an employee for any reason. I affirm that the foregoing statements are true and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I authorize National American University to make inquiries of former employers and references. I understand that any misrepresentation or omission of facts may be cause for dismissal.

I have attached my current resume.

Please print the employment application, then sign and date below before mailing it to the appropriate hiring manager.

_____ Date

_____ Applicant's Signature

INTERVIEW: _____ By: _____ Comments: _____