



CARROLL
UNIVERSITY

Employment Application

Applicant Information				
Name (last, first, middle)				
Address (street, city, state, ZIP code)				
(no dashes & include area code) Day telephone			Evening telephone	
Are there other names under which you have worked or attended school? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please list for reference checking purposes: 				
Employment Interest				
Position applying for: 				
<input type="checkbox"/> Full time <input type="checkbox"/> Part time Current shift: Preferred shift: 				
Current salary hourly rate:			Salary/hourly rate desired:	
Experience/skills relevant to this position: 				
Education				
School	Name & location (city, state)	No. of years attended	Major subjects	Diploma or degree received
High school				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other education				<input type="checkbox"/> Yes <input type="checkbox"/> No

Training

List any relevant training programs completed.

Course/seminar	Sponsoring organization	Content	Date(s) attended

List current professional licenses, registration, and professional organizations that are relevant to this position:

Employment History

List your job history for the last ten years or previous three employers, whichever is for the longer period of time.

Company name	Hire date	Separation date	Starting position	Last position
Company address		City, state, ZIP		(area code) Phone #

Major duties performed:

Reason for leaving:

Supervisor name:

Supervisor phone #:

Company name	Hire date	Separation date	Starting position	Last position
Company address		City, state, ZIP		(area code) Phone #

Major duties performed:

Reason for leaving:

Supervisor name:

Supervisor phone #:

Employment History (continued)				
Company name	Hire date	Separation date	Starting position	Last position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company address		City, state, ZIP		(area code) Phone #
<input type="text"/>		<input type="text"/>		<input type="text"/>
Major duties performed:				
<input type="text"/>				
Reason for leaving:				
<input type="text"/>				
Supervisor name:			Supervisor phone #:	
<input type="text"/>			<input type="text"/>	
May we contact your present employer to verify the above information? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, specify when we can contact your present employer.				
<input type="text"/>				

Employment References			
Reference name/company: <input type="text"/>	Years known: <input type="text"/>	Occupation:	Contact information
	<input type="radio"/> Personal	<input type="text"/>	Phone # <input type="text"/>
	<input type="radio"/> Professional	E-mail	<input type="text"/>
Reference name/company: <input type="text"/>	Years known: <input type="text"/>	Occupation:	Contact information
	<input type="radio"/> Personal	<input type="text"/>	Phone # <input type="text"/>
	<input type="radio"/> Professional	E-mail	<input type="text"/>
Reference name/company: <input type="text"/>	Years known: <input type="text"/>	Occupation:	Contact information
	<input type="radio"/> Personal	<input type="text"/>	Phone # <input type="text"/>
	<input type="radio"/> Professional	E-mail	<input type="text"/>

Are you presently authorized to work in the United States? yes no

Are you now in H-1B, F, J-1, O-1, TN, L-2 or other temporary immigration status? yes no

If yes, please explain:

When completing this section, do not disclose information regarding juvenile court convictions or minor traffic violations. A conviction record does not automatically bar you from employment with Carroll University. The circumstances surrounding convictions will be considered. However, providing false or misleading information or omitting information will lead to disqualification from further consideration of your application for employment, or termination of your employment.

1. Have you been convicted of, pled guilty or no contest to, been imprisoned, or on probation for any felony?

Check one: yes no

2. Have you been convicted of, pled guilty or no contest to, been imprisoned, or on probation or parole for any misdemeanor?

Check one: yes no

3. Do you currently have charges pending against you?

Check one: yes no

4. Are you currently on probation?

Check one: yes no

5. If you answered YES to any of the questions above, please explain completely, attaching additional pages if necessary, referring specifically to each question by number:

Please Read Carefully Before Signing This Form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentation or omission of any kind may result in denial of employment or be a cause for subsequent dismissal if I am hired
2. I understand an unsolicited application will be kept active for three months.
3. I authorize Carroll University to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
4. Regardless of whether or not I become employed by the University, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the university is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the college's unless specifically provided otherwise in a written employment contract. I further understand that no college employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the college, and then only by means of a signed, written document.
5. I agree that I have read and understand the above acknowledgements and agreements, and recognize all of the above as conditions of employment.

Signed by applicant

Date

Submit cover letter and resume (if available) and/or return application to:

**Carroll University
Human Resources
100 N. East Avenue
Waukesha, WI 53186
Fax#262-650-4814
hroffice@carrollu.edu**

Equal Opportunity Employment Statement

It is the policy of the University to employ qualified persons of the highest caliber without discriminating against any person because of race, sex, age, religion, national origin, disability, marital status, sexual orientation, or other category protected by application law, except where a bona fide occupational qualification exists under application law or regulation.

Candidates must be willing and able to support and advance the [University mission](#).

Public Safety and Crime Report

The annual Carroll University security report is available. This report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain offcampus buildings or property owned or controlled by Carroll University; and on public property within or immediately adjacent to and accessible from, the campus. The report includes institutional policies concerning campus security, such as policies concerning alcohol and other drug use, crime prevention, the reporting of crimes, sexual assault, and other manners. The report also includes fire safety policies and statistics, emergency notification procedures, and protocols for missing persons. The report is available in an electronic version by accessing the following Web site <http://carrollu.edu/campus/safety/clearyact.pdf>. You can obtain a paper copy of this report by contacting the Public Safety Office located in the Campus Center on the first floor or by calling at 262-524-7300.

Visit the Carroll University Web site at <http://www.carrollu.edu/campus/employment/> for current job opportunities.