



APPLICATION FOR EMPLOYMENT

John Carroll University (JCU) is an affirmative action, equal opportunity employer. The University is committed to diversity in the workplace and strongly encourages applications from women and minorities.

(PLEASE PRINT)

Form with fields: Last Name, First Name, Middle Name, Address, City, State, Zip Code, Telephone Number(s), Email Address, Social Security Number

For reference checking purposes, please indicate other names (for example: maiden name, nickname, etc.) under which you worked or attended school.

Form with fields: Position Applied For, Date of Application, How did you learn about us? (JCU Website, Newspaper, Internet, Job Fair, Other)

Best time/place to contact you:

Date available for work: Full Time Part Time Temporary/Seasonal

Desired salary range:

- Yes No Are you at least 18 years of age and can you provide proof of eligibility to work?
Yes No Have you ever filed an application with JCU before? If yes, give date:
Yes No Have you ever been employed with JCU before? If yes, give dates: From to
Yes No Do any of your relatives work with JCU? If yes, give name, relationship, location, and department
Yes No If a job offer is extended, do you agree to take a university-paid exam related to the essential requirements of the job if such an exam is required for all persons occupying the same or fundamentally similar jobs?
Yes No Will you submit to a screening test, if required, which detects the presence of drugs, alcohol, or other physically or mentally impairing substances?
Yes No Are you available to work overtime, if asked?
Yes No If required, can you work shifts?
Yes No Are you physically and/or otherwise able to perform (with or without reasonable accommodations) the essential duties of the job for which you are applying?
Yes No If the job for which you are applying involves driving, do you possess a valid driver's license issued by the state of Ohio?
Yes No If the job for which you are applying involves driving a motor vehicle, has your driver's license ever been suspended, revoked, had any restrictions placed on it and/or have you received any moving violation convictions in the last 5 years? If yes, please explain:

EDUCATION

School	Name & Address	Course of Study	Years Complete	Diploma/Degree
High School				
Junior/Community College				
Undergraduate College				
Graduate/ Professional				
Other/Vocational (Specify)				

WORK EXPERIENCE

Please list your work experience for the past seven years. Start with your present or last job, including any job-related military service assignments.

NOTE: A resume does not substitute for this application. Please complete all sections.

Employer	Date Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			May we contact? Yes No

Employer	Date Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			May we contact? Yes No

Employer	Date Employed		Work Performed
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Telephone Number(s)			
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Knowledge, Skills and Abilities (please check all of the skills and abilities you possess and, if applicable, your skill level)

Office / Clerical / Secretarial										
WORD PROCESSING						SPREADSHEET				
	<i>N/A</i>	<i>Basic</i>	<i>Inter</i>	<i>Adv</i>		<i>N/A</i>	<i>Basic</i>	<i>Inter</i>	<i>Adv</i>	
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ELECTRONIC MAIL						DESKTOP PUBLISHING				
	<i>N/A</i>	<i>Basic</i>	<i>Inter</i>	<i>Adv</i>		<i>N/A</i>	<i>Basic</i>	<i>Inter</i>	<i>Adv</i>	
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lotus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PageMaker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DATABASE MANAGEMENT						Other _____				
	<i>N/A</i>	<i>Basic</i>	<i>Inter</i>	<i>Adv</i>		<i>N/A</i>	<i>Basic</i>	<i>Inter</i>	<i>Adv</i>	
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculator/10-Key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oracle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
WEBPAGE DEVELOPMENT						Other _____				
	<i>N/A</i>	<i>Basic</i>	<i>Inter</i>	<i>Adv</i>		<i>N/A</i>	<i>Basic</i>	<i>Inter</i>	<i>Adv</i>	
Contribute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Adobe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Front Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Physical Plant/Facilities/Skilled Crafts

<input type="checkbox"/> Carpenter	<input type="checkbox"/> HVAC Technician	<input type="checkbox"/> Security	<input type="checkbox"/> Groundskeeper
<input type="checkbox"/> Painter	<input type="checkbox"/> Plumber	<input type="checkbox"/> Truck Driver	<input type="checkbox"/> Other
<input type="checkbox"/> Electrician	<input type="checkbox"/> Other _____		

Other Education, Training, Licenses or Special Skills:
 (Please list/include date received & Institution name)

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please give date(s), offense(s), and charge(s): _____

References

Give the names, addresses and phone numbers of three references not related to you (work-related references preferred)

Name	Address	Phone Number	Relationship/Occupation	Years Known

***A conviction will not automatically disqualify you from employment. Each conviction will be considered with respect to time, circumstances, and relationship to job applied for. John Carroll University reserves the right to perform criminal background checks, driver's license checks and/or other background checks it deems necessary.**

APPLICANT'S CERTIFICATE AND RELEASE
(Read Carefully Before Signing)

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions will constitute sufficient grounds for rejection or for subsequent dismissal if I am hired.

I hereby authorize any current or former employer, school, person, firm, corporation, consumer or credit reporting agency, or government agency to answer any and all questions and to release or provide any information within their knowledge or records, and I agree to hold any or all of them blameless and free of any liability for releasing any truthful information that is within their knowledge or records, and I also agree to hold The University blameless and free of any liability for using any Information received from such parties in making an employment decision regarding me.

The University is hereby authorized to release to any other firm or person with whom I may seek employment, any and all information concerning my employment or application, including any information received from a third party as a result of an inquiry such as described in the foregoing paragraph, and I agree to hold the University blameless and free of any liability for releasing any such information.

In the event of employment, I understand that I will be required to abide by all rules and regulations of the University (including the signing of any required agreements dealing with inventions, confidential information, or any other terms or conditions of employment) which are now in effect or may be established in the future.

In compliance with the immigration law, I understand that if I am offered a job by the University, my employment will be conditioned upon my timely production and completion of documents required to verify my eligibility for employment in the United States.

A photocopy of this signed Applicant's Certificate and Release shall have the same force and effect as an original.

I also understand that the issuance of this application does not indicate that there are any positions open and does not in any way obligate the University.

I understand that any employment offer (or continued employment if employed) will be contingent upon my complying with all requirements outlined in this "Applicant's Certificate and Release" and any other employment-related requirements of the University.

THIS EMPLOYMENT APPLICATION IS NOT A CONTRACT OF EMPLOYMENT. SHOULD I BE OFFERED EMPLOYMENT OR BECOME EMPLOYED BY THE UNIVERSITY, I UNDERSTAND THAT BOTH THE UNIVERSITY AND I MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE AND WITHOUT LIABILITY TO ME FOR WAGES, SALARY, OR OTHER COMPENSATION EXCEPT SUCH AS I MAY HAVE EARNED THROUGH THE DATE OF SUCH TERMINATION. THIS PROVISION CANNOT BE CHANGED EXCEPT IN A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY ME AND AN AUTHORIZED UNIVERSITY REPRESENTATIVE.

I certify that I have carefully read the above and submit this application with full knowledge of these requirements.

Applicant's Name (Print)

Date

Signature of Applicant

Interviewed by: _____

Remarks: _____

WORK EXPERIENCE (ADDITIONAL SHEET)

Employer	Date Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			May we contact? Yes No

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