

STUDENT EMPLOYMENT APPLICATION

800 Martinsburg Road
 Mount Vernon, OH 43050
 Phone: 740-392-6868
 www.mvnu.edu

Last Name:		First Name:		Middle Name:	Position You Are Applying For:
Home Address:		City:	State:	Zip Code:	Denominational Affiliation/Church Fellowship:
MVNU E-Mail Address:			Cell Phone: ()		How do you prefer to be contacted (circle one)? Cell Phone Email Text Message
Do you have any relatives/friends employed by MVNU: ___ No ___ Yes (If yes, list names)					
Have you ever been employed at MVNU? ___ No ___ Yes If yes, please provide the dates of employment.					
Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986? ___ Yes ___ No <i>Proof of citizenship and immigration status will be required upon employment.</i>					
EDUCATION					
Type of School	Name and Location (City, State) of School/College		Major/Minor	Circle Last Year Completed	Cumulative Grade Point Average
High School			N/A	12	
College				FR SOPH JR SR	
College				FR SOPH JR SR	
EXPERIENCE					
Please check any areas where you have gained job experience or expertise:					
___ Electrician ___ Plumber ___ Painter ___ Carpenter ___ Groundskeeper/Landscaping ___ HVAC					
___ Typing (___ WPM) ___ MS Word ___ MS Excel ___ MS Access ___ MS PowerPoint ___ Accounting ___ Data Entry ___ General Office					
___ Technical Support ___ Computer Repair ___ Computer Diagnostics/Troubleshooting ___ Call Center ___ Other: _____					
Do you require any special accommodations: (1) For the interview? ___ No ___ Yes (2) To perform the duties of the job as you presently understand them? ___ No ___ Yes (If yes, please explain:)			Have you ever been convicted of an offense other than a minor traffic violation? ___ No ___ Yes <i>A conviction will not necessarily disqualify you for the job for which you have applied. List circumstances, places, and dates of all convictions.</i>		
Please share any information that will help us determine your area(s) of employment interest:					

EMPLOYMENT HISTORY Please list the last three places you were employed, with your most recent experience first.			
Dates (Month/Year):		Company Name & City/State:	Position Title & Description of Duties:
From	To		
		Telephone No. ()	May we contact? ____ No ____ Yes
		Supervisor:	Reason for leaving?
Dates (Month/Year):		Company Name & City/State:	Position Title & Description of Duties:
From	To		
		Telephone No. ()	May we contact? ____ No ____ Yes
		Supervisor:	Reason for leaving?
Dates (Month/Year):		Company Name & City/State:	Position Title & Description of Duties:
From	To		
		Telephone No. ()	May we contact? ____ No ____ Yes
		Supervisor:	Reason for leaving?

State how your Christian beliefs are compatible with those of Mount Vernon Nazarene University.

Describe your volunteer activities (i.e. church involvement, volunteer activities, service organizations, community involvement) during the last 5 years.

I certify that all information made in this application, including any attachments, is accurate and complete to the best of my knowledge. I give consent for all contacted persons to provide information concerning my application, and I release each such person from liability for providing information to Mount Vernon Nazarene University and its agents. Should any of the statements be subsequently proved inaccurate, I understand that Mount Vernon Nazarene University may cancel my employment. I understand that employment with Mount Vernon Nazarene University is contingent upon completion of a successful background investigation which includes, but is not limited to, social security verifications, criminal convictions, driving records, educational credentials, employment verification and credit checks for appropriate positions. I have read and understand the Beliefs and Lifestyle Guidelines of Mount Vernon Nazarene University printed on the back of this application. I understand that if I am hired by Mount Vernon Nazarene University I may terminate my employment at any time, with or without cause or notice, and the University may do the same.

Applicant Signature

Date

The University is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, national origin, marital status, military service, and disability. We encourage members of under-represented groups to apply.