

Student Application for Employment



1550 Clarke Drive
Dubuque, IA 52001-3198

We are an Equal Opportunity Employer

Please print in ink. You must complete the entire application. **Date:**

Applicant Information							
Name (first,middle, last):	Telephone Number:						
Address:	Email Address:						
City, State, Zip Code							
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.							
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide proof of work authorization.)							
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, your employment will be subject to verification that you meet state/ federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.							
Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations? If yes , explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not an automatic bar to employment.)							
Do you have the ability to perform the essential functions of this job, with or without accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No							
What degree							
Position Applying For	<u>Position Desired</u>	<u># of Hours Desired per week</u>	<u>Date available to start</u>				
Special Skills							
1. If relevant, please describe word processing /software knowledge and office equipment experience.							
Extracurricular Activities							
Please list any extracurricular activities you are currently or anticipate being involved in.							
Work Schedule							
Please list your ideal work schedule							
	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
START							
END							

Education

School	Name and Location (city,state)	No. Years Attended	Major subjects	Diploma or Degree Received
High				
College				
Graduate				
Other (specify)				

Employment History (start with most recent; use separate sheet if necessary)

Name of Employer		Telephone ()	
Address		City, State, Zip code	
Job Title		Employment Dates (month and year)	
Name of Immediate Supervisor		From: To:	
Description of Duties		May we contact as a reference? Yes ___ No ___	
Reason for leaving			
Name of Employer		Telephone ()	
Address		City, State, Zip code	
Job Title		Employment Dates (month and year)	
Name of Immediate Supervisor		From: To:	
Description of Duties		May we contact as a reference? Yes ___ No ___	
Reason for leaving			
Name of Employer		Telephone ()	
Address		City, State, Zip code	
Job Title		Employment Dates (month and year)	
Name of Immediate Supervisor		From: To:	
Description of Duties		May we contact as a reference? Yes ___ No ___	
Reason for leaving			

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 omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the company 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.
3. I understand that if offered a position at Clarke University, a background check may be required as a condition of employment. I understand that unsatisfactory results or refusal to cooperate with pre-employment checks may result in withdrawal of any employment offer or termination if already employed.
4. Finally, I understand that nothing in this application is intended to create an employment contract and that a job offer is not final until all hiring conditions have been met and all required approvals have been obtained.

Signature

Printed Name

Date

Clarke University is an Affirmative Action/Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Clarke will be based on merit, qualifications, and abilities. Clarke does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or any other characteristic protected by law.

Clarke University, in willing compliance with the Clergy Act (Public Law 101-542) publishes annual crime statistics. This report is meant to aid members of the university community, as well as prospective members, to understand and take appropriate measures to promote a safe learning community at Clarke University. A complete report is available on our website: www.clarke.edu or is available in our HR office upon request.