



# Kentucky State University

## APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

Referred by: \_\_\_\_\_ Date Available for Work: \_\_\_\_\_

**INSTRUCTIONS:** Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record at Kentucky State University. Keep this in mind as you complete it. *Special Note: You are not required to supply any information that is prohibited by Federal, State, or Local law.* Employees of Kentucky State University and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age. *We are an Equal Opportunity Employer. You may request assistance in completing this application.*

.....  
**PERSONAL**

Full Legal Name \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_  
First M.I. Last  
Street \_\_\_\_\_ Box \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ (Note: Completion of SS# is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment.)

Previous Address \_\_\_\_\_

If younger than 18, state your age here \_\_\_\_\_

For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?  Yes  No.

Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

Have you ever been convicted\* for any violation(s) of law, including moving traffic violations.  Yes  No If YES, please provide the following:

Description of offense: \_\_\_\_\_

Statute or ordinance (if known ): \_\_\_\_\_ Date of Charge: \_\_\_\_\_ ; Date of Conviction \_\_\_\_\_

County, City, State of Conviction: \_\_\_\_\_

(For additional convictions use plain paper. Include all information listed above.)

Answer these questions for all positions requiring the use of a vehicle:

Have your driving privileges ever been revoked or suspended?  yes  no If yes, list here: \_\_\_\_\_

Do you currently hold a Commercial driving license?  yes  no  
.....

**EDUCATION**

High School (Name and Address)

Did you graduate? \_\_\_\_ If no, last grade completed \_\_\_\_\_ G.E.D. Obtained? \_\_\_\_\_ Grade Average \_\_\_\_\_

Colleges (Name and Address) \_\_\_\_\_

Colleges (Name and Address) \_\_\_\_\_

Did you graduate? \_\_\_\_\_ If no, number of hours completed \_\_\_\_\_ Grade Point Average \_\_\_\_\_

Degree \_\_\_\_\_ If attending, date of anticipated graduation \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Other Education \_\_\_\_\_

Awards, Honors, Leadership Roles:

\_\_\_\_\_  
\_\_\_\_\_

**MILITARY:**  not applicable

List service in U.S. Military:

From \_\_\_\_\_ to \_\_\_\_\_ Branch \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Military experience that may be applicable: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**GENERAL EMPLOYMENT INFORMATION**

1. List here all of the equipment and software with which you have experience and training. (*Examples: cash register, small tools, forklift, word processor, calculator, computers, Microsoft word etc.*):

\_\_\_\_\_  
\_\_\_\_\_

2. Salary Expected \_\_\_\_\_ hour \_\_\_\_\_ or week \_\_\_\_\_

Number of hours you are available per week? \_\_\_\_\_  No preference

3. Type of Employment sought:  regular full time  regular part time  temporary  seasonal  as needed

4. Which of the following are you available: **Days:**  yes  no **Nights:**  yes  no

**Weekends:**  yes  no **Holidays:**  yes  no **Shift Work:**  yes  no

5. Indicate hours you are available to work on the following days (or check *Anytime*, if you have no restrictions)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday  
\_\_\_\_ to \_\_\_\_ \_\_\_\_ to \_\_\_\_ \_\_\_\_ to \_\_\_\_ \_\_\_\_ to \_\_\_\_ \_\_\_\_ to \_\_\_\_ \_\_\_\_ to \_\_\_\_  
 Anytime  Anytime  Anytime  Anytime  Anytime  Anytime  Anytime

6. Are you able and willing to perform the essential functions of the job for which you are applying, including travel, if necessary?  yes  no  don't know

•If no, indicate reason:  need different hours  need different days  need more training, Other, (explain accommodation needed:) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE: List below all present and past employment, beginning with your most recent employer**

1. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per year or hour  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per year or hour  
Job Title \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
 Quit  Discharge  Retired  Laid Off  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_  
Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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2. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per year or hour  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per year or hour  
Job Title \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
 Quit  Discharge  Retired  Laid Off  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_  
Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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3. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per year or hour  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per year or hour  
Job Title \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
 Quit  Discharge  Retired  Laid Off  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_  
Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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4. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per year or hour  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per year or hour  
Job Title \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
 Quit  Discharge  Retired  Laid Off  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_  
Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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**In the space provided below, please describe briefly why you are applying for this position:**

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**In the space provided below, please describe your strengths and skills and how our University will benefit from your work here.**

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### **CONDITIONS OF EMPLOYMENT**

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE AND NATIONAL CRIMINAL HISTORY AND BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
- III. I understand that I may be required to work overtime as a condition of being employed.
- IV. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand I am an employee at will, and that this application is not a contract of employment with Kentucky State University, and that my employment and compensation can be terminated, with or without cause, at anytime, at the option of either the University, or me. I understand that no representative of Kentucky State University, has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of this University, may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and an officer of Kentucky State University.
- V. I understand that KSU employees are required to participate in the Direct Deposit Program as a condition of employment.
- VI. I understand that I may be required to submit to a pre-employment, and/or post-employment test for fitness and/or substance abuse, if not prohibited by law.
- VII. Upon separation from employment, I authorize Kentucky State University, to withhold from my final pay check any monies owed to them by me (if not prohibited by law) for equipment, loans, products, services, materials or other assets in my possession not promptly returned.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

Name \_\_\_\_\_

Date \_\_\_\_\_

**Position(s) Desired: (do not list "*any*")**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_