

TRINITY INTERNATIONAL UNIVERSITY

APPLICATION FOR EMPLOYMENT

PERSONNEL USE ONLY

Date Received _____

HUMAN RESOURCES 2065 Half Day Road Deerfield, IL 60015 847.317.7138 FAX 847.317.7009

Please complete all information, including rate of pay expected.

Name: _____

Address: _____ City/State/Zip Code _____

Phone: (H) _____ (W) _____ (C) _____

E-Mail Address: _____

Position(s) Applied For: _____ Rate of Pay Expected: _____

How were you referred to Trinity? Employee: _____ Friend: _____

Web: _____ Other: _____

Are you over 18 years of age or can you provide proof of eligibility to work? _____ Social Security #: _____

Have you worked for Trinity before? Yes No If yes, when? _____ Which department? _____

Are you presently employed? Yes No If yes, may we inquire of your present employer? Yes No

Are you wanting: Full-time Employment Part-time Employment Date available to begin work? _____

EMPLOYMENT HISTORY: (Please list in order, most recent or present employer first. Use additional sheets as necessary)

FROM: MO.	YR.	NAME	TITLE / POSITION	SALARY	REASON FOR LEAVING
		ADDRESS			
TO: MO.	YR.	CITY & STATE	SUPERVISOR	FULL-TIME <input type="checkbox"/>	
		PHONE		PART-TIME <input type="checkbox"/>	

DESCRIBE IN DETAIL THE WORK YOU DID: _____

FROM: MO.	YR.	NAME	TITLE / POSITION	SALARY	REASON FOR LEAVING
		ADDRESS			
TO: MO.	YR.	CITY & STATE	SUPERVISOR	FULL-TIME <input type="checkbox"/>	
		PHONE		PART-TIME <input type="checkbox"/>	

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		ADDRESS			
TO: MO.	YR.	CITY & STATE	SUPERVISOR	FULL-TIME <input type="checkbox"/>	
		PHONE		PART-TIME <input type="checkbox"/>	

DESCRIBE IN DETAIL THE WORK YOU DID: _____

EDUCATIONAL BACKGROUND

	<i>Years Completed</i>	<i>Date of Completion</i>	<i>Diploma or Degree Granted</i>	
HIGH SCHOOL			DIPLOMA: YES NO	
COLLEGE			DEGREE	
OTHER			DEGREE	

Please indicate any experiences, skills or qualifications (i.e. typing, computer skills, machines) which you feel would especially fit you for work at Trinity; for typing or shorthand, please indicate approximate speed; for computer skills, please indicate software programs.

<i>Skill</i>	<i>Length and Kind of Training</i>	<i>Years Experience</i>

PROFESSIONAL REFERENCES (Excluding relatives)

<i>Name & Occupation</i>	<i>Address</i>	<i>Phone Number</i>

PERSONAL REFERENCES

<i>Name & Occupation</i>	<i>Address</i>	<i>Phone Number</i>

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses?* Yes No If yes, please describe in full.

* A conviction will not necessarily be a bar to employment and will be considered only if job related.

You are not obligated to disclose sealed or expunged records of conviction or arrest.

The information contained in this application is accurate and complete to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or any other employment form (or document provided to Trinity), may be sufficient reason not to hire me or may be reason for dismissal. I understand and agree that all information furnished in this application may be researched by Trinity or its authorized representative.

I authorize Trinity to investigate my education and employment history and background and all representations I have made, and I authorize any current or prior employer, school, reference, and other entity or person to disclose to Trinity any and all information concerning me that they may have, and waive any right to verbal or written notice of such disclosure, and I hereby release all parties, including Trinity, from any and all liability relating to such investigation and disclosure of information.

I understand that Trinity is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement of communication, is intended to create any contract of employment or to create any rights in the nature of a contract.

If hired, I understand that nothing shall restrict my right as an employee or the right of Trinity as an employer to terminate my employment with or without cause and without notice, at any time.

I hereby acknowledge that I have read the above statement, and I understand and accept it.

Signature of Applicant

Date