



**APPLICATION
FOR
EMPLOYMENT**

1 University Place
Lamoni, Iowa 50140
www.graceland.edu

An Equal Opportunity Employer

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classification. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

Personal Data:

DATE: _____

(Please Print Plainly)

Name _____
Last First Middle Initial

Present Address _____
Street City State Zip Code

Telephone _____ **E-Mail Address:** _____

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

Have you been employed by Graceland University previously? Yes No
If yes, please give approximate dates and department: _____

Referral Source: Advertisement Employee Relative Walk-In Other

Name of Source (If applicable) _____

Do you have relatives employed by Graceland University? Yes No
If yes, please give name(s) and relationship: _____

Do you currently hold a valid driver's license? Yes No
If yes, please give state and number _____

Have you ever been convicted of a felony? Yes No
(Conviction will not necessarily disqualify an applicant for employment)

If yes, describe conditions: _____

TYPE OF POSITION DESIRED: Listed are the kinds of positions usually available. Please check **all** those in which you would accept employment:

- | | | | |
|---|---|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Clerical/Secretarial | <input type="checkbox"/> Cashier | <input type="checkbox"/> Library |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Security | <input type="checkbox"/> Grounds |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Mechanical Maintenance | | |

Other: Please Indicate: _____

Are you available for: (Check all that apply) Full Time Part Time Temporary

When are you available to start work? _____

If you wish part time, what hours can you work? _____

Please give dates you are available for temporary work. _____

SKILLS: List further skills on an additional sheet of paper, if needed.

Clerical: (Please check and indicate speed where applicable)

- Typing _____ wpm
- Calculator
- Accounting
- Cashier

Facility Services: Please list Mechanical, Construction, Grounds keeping, Custodial skills:

Library: Please list specific skills: _____

Computer: (Familiar with)

Software: _____

Hardware: _____

Other skills that may pertain to the above listed positions:

In addition to your work history (next page), what other experiences or qualifications would especially fit you for work with Graceland University?

EMPLOYER REFERENCES:

List your employment for the past ten years. Do not leave any time periods unaccounted for. List present or most recent employment or open time period first. Please add supplemental sheets if necessary. Please give complete address, including zip code.

COMPANY NAME	TELEPHONE
Address	Dates of employment (State month/year)
Name of Supervisor	Starting Pay Ending Pay
Job Title	Reason for leaving
Duties	May we contact: Yes No
COMPANY NAME	TELEPHONE
Address	Dates of Employment (State month/year)
Name of Supervisor	Starting Pay Ending Pay
Job Title	Reason for leaving
Duties	May we contact: Yes No
COMPANY NAME	TELEPHONE
Address	Dates of Employment (State month/year)
Name of Supervisor	Starting Pay Ending Pay
Duties	May we contact: Yes No
COMPANY NAME	TELEPHONE
Address	Dates of Employment (State month/year)
Name of Supervisor	Starting Pay Ending Pay
Job Title	Reason for leaving
Duties	May we contact: Yes No

EDUCATIONAL RECORD:

Name/Location of School	Year Graduated	Last Year Completed	Diploma/Degree
High School		1 2 3 4	
College/Univ		1 2 3 4	
College/Univ		1 2 3 4	
Other		1 2 3 4	

PERSONAL REFERENCES: Not Former Employers or Relatives. Please list at least three people that you have known for a minimum of one year.

Name/ Occupation	Complete Address	Phone (Include Area Code)
1.		
2.		
3.		

I authorize Graceland University to make an investigation of any or all of the facts set forth in this application.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would effect this application unfavorably. I understand that the willful omission of pertinent and material facts or falsification of any information in this application is grounds for refusal to hire or, if I have been hired, grounds for termination.

I authorize my previous employers, schools, or persons named as references to give any information regarding employment or educational record. I agree that Graceland University and my previous employers shall not be held liable in any respect if a job offer is not extended, withdrawn or my employment terminated because of reference information, false statements, omissions or answers made by me on this application. If I am employed by Graceland, I will comply with all policy and procedures as set forth in any communication distributed or available to employees.

In compliance with immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment. I am in receipt of a list of approved documents which have been supplied with this application.

I understand that employment with Graceland University is "at will," which means that either I or Graceland University can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of Graceland University, other than the President, has any authority to alter the foregoing.

Date _____ Applicant's Signature _____