

APPLICATION FOR EMPLOYMENT

Bastyr University will consider all applicants equally without regard to race, color, religion, sex, sexual orientation, sexual identification or expression, national origin, age, disability, disabled or Vietnam era veteran status, marital status, or other protected characteristics. We are an Equal Opportunity Employer.

PLEASE ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY.

PERSONAL INFORMATION			
Today's Date	Position Desired		Salary Desired
Last Name, First Name, Middle Initial			Other Name(s) Used
Street Address			Day Phone
City	State	Zip	Evening Phone
If you have worked for Bastyr University before indicate the position(s) held, supervisor(s) and dates of employment:			
If you currently have relatives working for Bastyr University please list their name(s):			

When would you be able to start work: _____	Are you lawfully permitted to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Have you been convicted of a felony in the past 10 years?*(Exclude any convictions that have been dismissed by a court) <input type="checkbox"/> Yes <input type="checkbox"/> No
Explain work schedule limitations, if any. (List days and times that you are not available to work): _____ _____	If YES, list type of offense, date of conviction and the sentence or penalties imposed: _____ _____
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>*A conviction will not necessarily disqualify an applicant from employment</i>
Is there anything that will interfere with your ability to perform, on a regular basis, the essential duties of the job for which you are now applying? _____ _____	

HOW DID YOU HEAR ABOUT US?	
<input type="checkbox"/> Bastyr University Website	<input type="checkbox"/> State Unemployment Department
<input type="checkbox"/> Advertisement _____	<input type="checkbox"/> Walk-In _____
<input type="checkbox"/> Employee Referral /Friend _____	<input type="checkbox"/> Agency _____
<input type="checkbox"/> Internet _____	<input type="checkbox"/> Other _____

EDUCATION RECORD				
School	Name and Location of School	Yrs Completed	Graduated	Certificate or Degree Earned
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

If attaching a resume and the requested information below is not provided on the resume, you must supply the information in the spaces below.

EMPLOYMENT HISTORY (PLEASE LIST BELOW YOUR LAST THREE EMPLOYERS – MOST RECENT JOB FIRST)	
Employer:	Telephone Number:
Address:	Employed (Month and Year) From: _____ To: _____
Supervisor:	Base Salary Start: _____ Last: _____
Your Job Title:	Reason for Leaving:
Describe Your Responsibilities:	Is it OK to contact your Employer: (If NO, please explain) <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Telephone Number:
Address:	Employed (Month and Year) From: _____ To: _____
Supervisor:	Base Salary Start: _____ Last: _____
Your Job Title:	Reason for Leaving:
Describe Your Responsibilities:	Is it OK to contact your Employer: (If NO, please explain) <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Telephone Number:
Address:	Employed (Month and Year) From: _____ To: _____
Supervisor:	Base Salary Start: _____ Last: _____
Your Job Title:	Reason for Leaving:
Describe Your Responsibilities:	Is it OK to contact your Employer: (If NO, please explain) <input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES (List 3 other supervisors, managers or professional contacts who have knowledge of your qualifications for the position you are applying for)			
Name	Title/Relationship	Company, City & State	Phone Number

I certify that the information given by me to Bastyr University is true and complete to the best of my knowledge. I understand that if I am employed, discovery that I gave false information during the application process may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Bastyr University's interest, nor will I become engaged in such activity or business if employed.

I authorize Bastyr University to solicit information regarding my education and previous employment, similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reasons arising out of the furnishing of such information. If employed, I release the University from any liability for future references it may provide regarding my work history with Bastyr University.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Bastyr University or myself.

If employed, I further agree that if Bastyr University advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any Bastyr University property, Bastyr University is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Applicant's Signature _____

Date _____