

Name _____

Last

First

Middle

Address _____ Email Address _____

Street Number

PO Box

City _____ Telephone () _____

City or town

State

Zip Code

Position desired _____ Department _____

Have you ever worked at MTU before? Yes No If so, give dates. _____

If hired, can you provide the documents required to prove that you are legally able to work in the U.S.? Yes No

If employed and you are under 18, can you furnish a work permit? Yes No

Do you have relatives, excluding a spouse, working here? Yes No If yes, state name and relationship _____

Have you ever been suspended, fired, or asked to resign from any position? Yes No If yes, give details _____

Are you presently under arrest for a felony? Yes No If yes, give details _____

Have you ever been convicted of, plead guilty to, or no contest to a crime other than a traffic violation? Yes No If yes, give details _____

EDUCATION - Complete ALL relevant sections. (Indicating 'See Resume' is NOT acceptable)

School Type	School Name/City	Major	Graduated - YES or NO (If no, indicate #of credits earned)	Degree Received and Date	School State orCountry
High School					
College					
College					
College					
Bus/Tech					
Other					

Employment History - List all employment history, most recent first. Attach additional sheets if needed. Indicating 'See Resume' is NOT acceptable.

Employer _____ (_____)
Name Address Telephone
 Date hired _____ Date left _____ Title of position _____
(mm/yy) (mm/yy)
 Specify work performed: _____

 Full-time _____ Part-time _____ Hours/week _____
 Supervisor _____
 Reason for leaving _____
 May we contact this employer if you are being considered for a position? Yes No

Employer _____ (_____)
Name Address Telephone
 Date hired _____ Date left _____ Title of position _____
(mm/yy) (mm/yy)
 Specify work performed: _____

 Full-time _____ Part-time _____ Hours/week _____
 Supervisor _____
 Reason for leaving _____
 May we contact this employer if you are being considered for a position? Yes No

Employer _____ (_____)
Name Address Telephone
 Date hired _____ Date left _____ Title of position _____
(mm/yy) (mm/yy)
 Specify work performed: _____

 Full-time _____ Part-time _____ Hours/week _____
 Supervisor _____
 Reason for leaving _____
 May we contact this employer if you are being considered for a position? Yes No

Employer _____ (_____)
Name Address Telephone
 Date hired _____ Date left _____ Title of position _____
(mm/yy) (mm/yy)
 Specify work performed: _____

 Full-time _____ Part-time _____ Hours/week _____
 Supervisor _____
 Reason for leaving _____
 May we contact this employer if you are being considered for a position? Yes No

I certify that information given in this application and related documentation is true and complete without qualification. I understand that Michigan Technological University (MTU) may investigate my work and personal history and verify all data given on this application, on related papers and in interviews. I authorize all individuals and employers named, except as specifically limited on this application, to provide any and all lawful information concerning my previous employment and any other information requested about me, and I release them from liability for damages in providing this information. I understand and acknowledge that any misrepresentation or omission of facts by me can result in immediate discharge regardless of when discovered by MTU. I also understand and acknowledge that, if hired, MTU will determine my employment and compensation. The employment relationship will remain terminable at will, that is, my employment can be terminated with or without cause and with or without notice, at any time by MTU, unless I sign an agreement to arbitrate a contract claim relating to termination of employment. In the event I am eligible to sign an agreement to arbitrate as stated in the University Employment Policy for Professional Staff and do so, I then will be treated as a satisfaction employee following completion of a probation period. I further understand and agree that these employment terms can only be modified by the President in writing, provided that the writing specifically acknowledges that it is a modification of these terms and is signed by the President.

Signature: _____ Date: _____

MICHIGAN TECHNOLOGICAL UNIVERSITY IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.
 (Under the Michigan Handicappers' Civil Rights Act any handicapper who needs an accommodation must notify the employer in writing of the need for accommodation within 182 days after the date the handicapper knew, or reasonably should have known, that an accommodation was needed. However, this does not waive an individual's rights under the Americans with Disabilities Act of 1990, as amended, which imposes no time period.)