



WILMINGTON UNIVERSITY

EMPLOYMENT APPLICATION

(Please print neatly in ink)

NAME: _____

POSITION APPLIED FOR: _____
(You will only be considered for this position)

SITE APPLIED FOR:

<input type="checkbox"/>	New Castle	<input type="checkbox"/>	Wilson Graduate Center
<input type="checkbox"/>	Dover	<input type="checkbox"/>	Salem Community College
<input type="checkbox"/>	Georgetown	<input type="checkbox"/>	Cumberland County College
<input type="checkbox"/>	Dover (AFB)	<input type="checkbox"/>	Burlington County College
<input type="checkbox"/>	Brandywine	<input type="checkbox"/>	Other _____

DATE: _____

Wilmington University is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff to all postings. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, citizenship, disability, protected veteran status, age, genetic information, marital status or other characteristics protected by law.

PERSONAL INFORMATION

Name _____
Last First Middle

Telephone No. (____) _____ Circle One: Home/Cell Phone/Work

Address _____
Number & Street City State Zip Code

How long have you resided at this address? _____

Previous Address _____
Number & Street City State Zip Code

Are you 18 years of age or older? ☐ Yes ☐ No If no, how old are you? _____

Under the Immigration Reform and Control Act of 1986, Wilmington University is required to verify employment eligibility. If employed, can you provide employment eligibility documents? ☐ Yes ☐ No

NOTE: Wilmington University does not discriminate on the basis of citizenship or national origin.

EDUCATION AND TRAINING

Name & Location of School	Highest Level Completed	Degree Received
High School/GED		
College/University		
Graduate		

What other education, training, or experience have you had that would enable you to perform the job for which you have applied?

Other Schools or Specialized Training

School	Address	Course of Study

EMPLOYMENT HISTORY To be completed by all applicants. (A resume may be attached, but not in lieu of this section.)

Please provide a complete employment history, listing all positions held, including military, part-time, summer, and volunteer.

MAY WE CONTACT YOUR CURRENT EMPLOYER? ☐ YES ☐ NO

(If no, please include a professional reference who may be contacted to verify your current employment.)

Current or Most Recent Employer	Position/Department	Reason for Leaving
Street	Employment Dates From: To:	Did you receive any disciplinary probations, suspensions or discharges <input type="checkbox"/> Yes <input type="checkbox"/> No
City/State/Zip Code	Telephone Number ()	Supervisor

Previous Employer	Position/Department	Reason for Leaving
Street	Employment Dates From: To:	Did you receive any disciplinary probations, suspensions or discharges <input type="checkbox"/> Yes <input type="checkbox"/> No
City/State/Zip Code	Telephone Number ()	Supervisor

Previous Employer	Position/Department	Reason for Leaving
Street	Employment Dates From: To:	Did you receive any disciplinary probations, suspensions or discharges <input type="checkbox"/> Yes <input type="checkbox"/> No
City/State/Zip Code	Telephone Number ()	Supervisor

MILITARY EXPERIENCE AND VOLUNTEER WORK

Have you served in the U.S. Armed Services? ☐ Yes ☐ No What Branch? _____

Date of Separation: _____ Type of Discharge: _____

Have you volunteered your time or talents? ☐ Yes ☐ No Where? _____

Briefly describe duties and skills acquired through military or volunteer service (include dates of participation):

PROFESSIONAL REFERENCES (People with whom you have worked are preferable. Please **do not** list relatives or individuals listed above.)

1.	_____	_____	_____	Home/Work / Cell Phone with Area Code
	Name	Street	City/State/Zip	
2.	_____	_____	_____	Home/Work / Cell Phone with Area Code
	Name	Street	City/State/Zip	
3.	_____	_____	_____	Home/Work / Cell Phone with Area Code
	Name	Street	City/State/Zip	

Have you previously applied to Wilmington University? ☐ Yes ☐ No If yes, give date _____

Are you currently or have you ever been employed by Wilmington University? ☐ Yes ☐ No If yes, give position, employment date, and location _____

Do you have relatives employed by Wilmington University? ☐ Yes ☐ No
Name: _____ Department / Site: _____

Type of Employment: Full-time _____ Part-time _____ Temporary _____ Other _____

Shifts Available: ☐ Day ☐ Evening ☐ Night ☐ Any

Days Available: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

(You are not required to indicate the need for time off due to religious preference.)

When are you available to start work? _____

After reviewing the Job Description, can you perform the essential job functions of the job for which you are applying with or without a Reasonable accommodation? (You are not required to indicate if a reasonable accommodation is necessary) ☐ Yes ☐ No

Have you ever been convicted of a crime or violation other than a minor traffic infraction? ☐ Yes ☐ No

If yes, please list the date, crime, court or jurisdiction, and any specific details.

(A conviction record will not necessarily be a bar to employment. Factors such as job relation, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.)

Is additional information with respect to change of name, use of an assumed name or nickname necessary to verify your education or employment records? ☐ Yes ☐ No *(If yes, please provide the other name and the education and employment records which may be found under each name.)* _____

How did you hear about this position? _____

APPLICANT'S STATEMENT AND RELEASE

I authorize Wilmington University and its agents or designees, to conduct credit history and background checks. I hereby permit Wilmington University and its agent or designee to call or investigate my past or present employers, educational institutions, credit agencies, state agencies, all references listed herein, social media sites, and any other available sources, and I understand that Wilmington University may make a decision regarding my employment based on the information obtained. I understand that Wilmington University will not seek from my private employers any past employment compensation information. I authorize all persons, schools, employers, credit agencies, state agencies, and other organizations to provide Wilmington University and its agents or designees with any and all information required or requested by Wilmington University related to my qualifications for employment. I hereby voluntarily release Wilmington University and any other persons or entities from any and all liability related to obtaining and/or providing such information or relying upon such information.

I agree, if necessary, to take a physical examination in accordance with applicable law at the request of Wilmington University, at no personal expense to me, at any time after I am offered a position at Wilmington University. I acknowledge that an offer of employment or continued employment is contingent upon my satisfactorily completing the employment medical examination and/or inquiry, if required. My offer of employment may be revoked or my employment may be terminated if it is determined that I cannot perform the essential job functions of the position with or without a reasonable accommodation, or if providing a reasonable accommodation would impose an undue hardship on the university, or if my employment would pose a direct threat of substantial harm to myself or others.

I acknowledge that any employment with Wilmington University will be on a 90-day introductory basis. I acknowledge that if an offer of employment is made it may be withdrawn at any time, and that I have not been promised that, if hired, my employment with Wilmington University is certain to continue for any period of time. **I understand that if employed by Wilmington University, both during and subsequent to my 90-day introductory period, I will be an employee at-will, which means that I can voluntarily end my employment or be terminated at any time without cause or notice. I understand that, other than a written agreement signed by the President of Wilmington University, any oral or written statements to the contrary are not valid, are expressly disavowed, and should not be relied upon by any prospective or existing employee.** I understand that nothing in this application for employment is intended or should be construed as an offer, agreement or contract of employment.

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Conflict of Interest: I represent and certify that I would be free to enter into an employment relationship with Wilmington University and that any future engagement would not violate the terms of any agreement (employment-related or other) between me and any third party. Further, I agree that if hired, I shall not utilize any invention, discovery, development, improvement, innovation or trade secret or any other confidential or proprietary information which I do not own or in which I do not have a proprietary interest.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Annual Security Report contains information for all Wilmington University sites regarding campus security programs, recommended personal safety practices, the authority of University Public safety Officers, campus disciplinary procedures, and campus crime statistics for the most recent three-year period. A hard copy of the [Annual Security Report](http://www.wilmu.edu/titleix/understanding-clery-report.aspx#annual-security-report) may be requested from the Wilmington University Department of University Safety at (302) 325-3333 or electronically accessed at www.wilmu.edu/titleix/understanding-clery-report.aspx#annual-security-report

This application and the information provided herein to Wilmington University are considered current for three months only. At the end of this three month period if you are still interested in employment, it will be necessary for you to reapply by filling out a new application.

I certify that all answers and statements (oral or written) made by me on this application and in connection with the entire hiring process are true and complete to the best of my knowledge.

Signature: _____

Date: _____