



# Employment Application

*Chapman University considers applicants for all positions without regard to race, religion, color, national origin, age, sex, marital status, disability, veteran status, sexual orientation, or any other characteristic protected by applicable state or federal civil rights laws. If you require any reasonable accommodations in the application or interview process because of a disability, please notify the Office of Human Resources of your needs.*

**PLEASE TYPE OR PRINT IN INK. PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH POSITION FOR WHICH YOU APPLY.**

Date of Application \_\_\_\_\_

Position Applied For \_\_\_\_\_

Job No. \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

NUMBER STREET CITY STATE ZIP CODE

Telephone ( ) \_\_\_\_\_

Message Phone ( ) \_\_\_\_\_

E-Mail \_\_\_\_\_

Are you currently a student of Chapman University?  Yes  No

Have you ever been employed using another name? If yes, specify \_\_\_\_\_

Have you ever been employed by Chapman University?  Yes  No  
If yes, specify dates, position and department \_\_\_\_\_

If you are hired, can you submit documented proof within three days of employment of your legal right to work in the United States? (*Proof will be required as a condition of employment*)  Yes  No

Do you have relatives working at Chapman University?  Yes  No  
If yes, specify name and position held \_\_\_\_\_

On what date would you be available to begin work? \_\_\_\_\_

Types of employment sought (check all that apply):  Full-Time  Part-Time  Temporary

**AN EQUAL OPPORTUNITY EMPLOYER**

Have you ever been convicted of a crime other than a minor traffic violation? (Conviction will not automatically bar employment. Each case is considered on its own merits)  Yes  No If yes, please explain and state charge, court, date, and disposition of case: \_\_\_\_\_

Are you able to safely perform the essential functions of the position for which you are applying either with or without reasonable accommodations?  Yes  No

**COMPUTER/OFFICE SKILLS**

Typing Speed \_\_\_\_\_

Please evaluate your abilities in performing the following skills. Assign a number to each skill according to your estimated level of experience. Place the number 0, 1, 2, or 3 in the spaces provided as follows:

0=No Work Experience      1=Limited Experience      2=Moderate Experience      3=Extensive Experience

**Windows** \_\_\_\_\_

**MacIntosh** \_\_\_\_\_

**Microsoft Office:**

Word \_\_\_\_\_  
 Excel \_\_\_\_\_  
 Access \_\_\_\_\_  
 PowerPoint \_\_\_\_\_

**Web Browsers:**

Internet Explorer \_\_\_\_\_  
 Netscape Communicator \_\_\_\_\_  
 Other \_\_\_\_\_

**HTML** \_\_\_\_\_

**Miscellaneous:**

Palm Pilot \_\_\_\_\_  
 10 Key By Touch \_\_\_\_\_  
 Bookkeeping \_\_\_\_\_  
 Lexis Nexis \_\_\_\_\_

**Electronic Mail Systems:**

Outlook \_\_\_\_\_  
 Eudora \_\_\_\_\_  
 Other \_\_\_\_\_

**Other Programs:**

Word Processing \_\_\_\_\_  
 Spreadsheet \_\_\_\_\_  
 Database \_\_\_\_\_  
 Desktop Publishing \_\_\_\_\_  
 Other \_\_\_\_\_

**EDUCATION & TRAINING**

	Name of school & address	No. of years	Courses/Major	Degree/Diploma/Certificate
High School				
Undergraduate				
Graduate				
Other				

**EMPLOYMENT EXPERIENCE**

Please list your work experience and salary history for the past 10 years, starting with your most **recent** employment. Please account for any periods of unemployment, specifying time frame and reasons. *Please attach additional sheets* if necessary. You may attach a resume, but it does *not* take the place of the application form. Please **do not** respond to any section with "See attached."

**Do you wish to be notified before we contact your current employer?**  Yes  No

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for seeking employment: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Current Salary: \$ \_\_\_\_\_

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Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_

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Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_

**IMPORTANT! READ BEFORE SIGNING!**

**Applicant's Statement**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I understand that any misrepresentation, falsification, or material omission of applicant information I submitted may result in failure to receive an offer or, if hired, in my dismissal from employment.

I authorize Chapman University and its agents to investigate my suitability for employment. I authorize the people or companies contacted by Chapman University or its agents to provide all pertinent information they may have, personal or otherwise. I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Chapman University, or from the use or disclosure of such information by Chapman University, its agents, employees or representatives.

The following people or companies may not be contacted during the pre-employment process: \_\_\_\_\_

In consideration of my employment if hired, I agree to conform to the rules and standards of Chapman University, as amended from time to time at Chapman University's sole discretion.

I understand that all offers of employment are conditioned on the provision to Chapman University, within three days from the start of my employment, of satisfactory proof of my identity and legal right to work in the United States of America.

I understand that if I become employed by Chapman University, my employment and compensation can be terminated at will, with or without cause or notice, at any time, by me or by Chapman University. I also understand that I may be disciplined or demoted and the terms of my employment may be altered at any time, with or without cause or advance notice, at the discretion of Chapman University. I understand that no employee or representative of Chapman University, other than the President of the University, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and that any such agreement must be in the form of an individual written employment agreement signed by both the President of Chapman University and me. This paragraph sets forth the sole and entire agreement between me and Chapman University relating to these subjects.

**I hereby acknowledge that I have read the foregoing in its entirety, and understand it.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**Human Resources**, One University Drive, Orange, CA 92866  
 Phone (714) 997-6921 Fax (714) 997-6901  
[www.chapman.edu/hr](http://www.chapman.edu/hr)

**APPLICANT DATA RECORD**

Federal Law requires Chapman University to request the following information from each job applicant. The completion of Survey Data I, II & III is voluntary and confidential and used for statistical reporting. The information obtained from this form is not used in making employment decisions.

PLEASE PRINT OR TYPE

Name (Last, First, Middle Initial):	Today's Date:	Job Number Applied for:
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**Survey Data I**

_____ Male	_____ Female
Check one only:	
_____ American Indian or Alaskan Native	Black/African-American (not of _____ Hispanic origin)
_____ Asian or Pacific Islander	Hispanic _____
_____ Chinese/Chinese-American	Mexican/Mexican American/ _____
_____ Japanese/Japanese-American	Chicano _____
_____ Filipino/Pilipino	Latin-American/Latino _____
_____ East Indian/Pakistani	Other Spanish/Spanish- _____ American
_____ White (not of Hispanic Origin)	I choose not to complete _____

**Survey Data II**

Check the most applicable to you:	
_____ U.S. Veteran	_____ U.S. Vietnam Era Veteran (8/5/64 – 5/7/75)

**Survey Data III**

How did you find out about our job openings? (Please check all that apply)	
___ Chapman University Bulletin Board ___ Chapman University Website ___ Chapman University Job Line ___ Chapman University Employee Referral ___ EDD Bulletin Board/Website ___ Other Website: Name _____	Newspaper: Los Angeles Times _____ Orange County Register _____ Community Agency _____ Professional Association Journal, _____ Newsletter/Website: Name _____ Other: Name _____