



Employment Application

Wright State University is an affirmative action and an equal opportunity employer. It is unlawful to deny equal employment opportunity on the basis of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation or veteran status.

Office of Pre-College Programs
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-3135
FAX (937) 775-5527

Please type or print neatly in dark ink. Please complete all applicable areas of the application. Failure to submit a complete application will result in a delay in the processing and review of your application.

PERSONAL

Name/Last First Middle

Contact Address City State/Zip E-mail address

Home Phone Cell Phone

Job title for which you are applying:

Discovery Instructor Residential Instructor Discovery Asst. Residential Asst. Other _____

Date you can begin employment: _____

Are you/have you ever been employed by Wright State University? Yes ___ No ___

If yes, position(s) held _____

Date(s) employed at WSU? _____

EDUCATION & TRAINING

High School attended _____

Name City/State

High School Diploma Yes ___ No ___ GED Yes ___ No ___

Name(s) of Institution(s) attended (Trade/Vocational school, College, Other):

Name Major/Minor

Dates Attended Degree Obtained or Current Standing

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Dates Attended Degree Obtained or Current Standing

Do you currently have a valid teaching license/certificate for the state of Ohio? ___ Yes ___ No

MILITARY

Have you ever served on active duty in the United States military service? ___ Yes ___ No

List all active military service: _____

Dates From/To Branch Dates From/To Branch

EMPLOYMENT BACKGROUND

Please list all employment experience you have obtained starting with the most recent. Please attach a full resume with your application.

Position held _____ Dates employed _____

Hours per week _____ Annual/Hourly rate _____ Reason for Leaving _____

Employer _____ Telephone Number _____

Address _____ Immediate Supervisor _____

Description of responsibilities: _____

May we contact your previous employer? ____ Yes ____ No

Position held _____ Dates employed _____

Hours per week _____ Annual/Hourly rate _____ Reason for Leaving _____

Employer _____ Telephone Number _____

Address _____ Immediate Supervisor _____

Description of responsibilities: _____

May we contact your previous employer? ____ Yes ____ No

How would you describe your work ethic? _____

Do you have experience working with young people in grades K-12? ____ yes ____ no

If yes, in what capacity? _____

Have you ever done any volunteer work? ____ yes ____ no

If yes, where? _____

Have you ever been convicted of a criminal act as a result of the abuse or harm of a child?
____ yes ____ no If yes, what was the conviction for? _____

Have you ever been convicted of a felony? ____ yes ____ no
If yes, please explain: _____

Do you have a valid Driver's License? ____ yes ____ no

Do you have working knowledge of computers? ____ yes ____ no

If yes, in what areas? _____

List any other relevant experience or skills that may provide additional support for your application.

In signing this application, I hereby authorize any person, firm, or organization to supply any information about me concerning my past employment, military duty, felonies, or personal information to Wright State University, and I expressly release any such person, firm, or organization from any responsibility in disclosing such information. I certify that all statements in this application are true and accurate; I understand that making any false statement is reason for being denied employment of for having my employment terminated.

Signature of Applicant

Date

All materials submitted by mail should be forwarded to:
Wright State University
Office of Pre-College Programs
3640 Colonel Glenn Hwy
Dayton, OH 45435-0001

If you wish to hand deliver, please bring to:
Office of Pre-College Programs
Foundation Building
3070 Presidential Drive, Suite 200
Fairborn, OH 45324

If you have any questions, please contact the office at (937) 775-3135 or by FAX (937) 775-4883

E-Mail: Precollege@wright.edu

For Office Use Only: Date Received _____ Interview Date _____

Hired: ____ Yes ____ No

Notes: