Application for Employment

FISK UNIVERSITY
Office of Human Resources
Carnegie Hall
1000 17th Avenue North
Nashville, TN 37208
Telephone: (615) 329-8712 Fax: (615) 329-8891
Website: www.fisk.edu

Name:_____
Last First Middle Other Names Under Which You Have Worked

Address:_____
Number and Street City State Zip Code

Telephone Number: _____ Social Security Number _____

Position Desired: 1. _____ 2. _____ Date Available for Work: _____

_____ Full Time _____Part Time _____Temporary: From:_____ To: _____

- Days and times NOT available to work: _____
- Salary requirements: From: $ _____ To: $ _____
- How did you learn of this job opening?_____
- Have you ever worked for Fisk University? ☐ Yes ☐ No

  If yes, please provide the date(s) and department (s)_____

  _____
- Do you have any relatives employed by Fisk University? ☐ Yes ☐No

  If yes, indicate their name (s) and relationship to you _____
- Are you legally entitled to work in the U.S. for any employer and could you provide proof upon offer of employment? ……. ☐ Yes ☐ No
- Are you over the age of 18?……. ☐ Yes ☐ No
- Have you ever served in the United States Armed Forces?…… ☐ Yes ☐ No
- If so, did you acquire any special training or skills during your service?…….. ☐ Yes ☐ No
- Have you been convicted of a felony, misdemeanor, or any offense other than minor traffic violations within the past five (5) years? If yes, please provide information regarding the nature of the offense, including dates. (a conviction will not necessarily disqualify you from employment)…… ☐ Yes ☐ No

  _____

  _____

  _____

EDUCATION

EDUCATION	NAME OF SCHOOL CITY, STATE	DATES ATTENDED MO/YR	GRADUATED	TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT
High School		From: To:	☐ Yes ☐ No		
Business, Trade or Technical		From: To:	☐ Yes ☐ No		
College or University		From: To:	☐ Yes ☐ No		
College or University		From: To:	☐ Yes ☐ No		
Other		From: To:	☐ Yes ☐ No		

SKILLS AND TRAINING

OFFICE SKILLS: List word processing/spreadsheet software used.

_____

_____

OTHER OFFICE EQUIPMENT:

_____

ADDITIONAL SKILLS/TRAINING: Include licenses held, training certifications etc.

_____

_____

TYPING SKILLS:

☐ 65wpm + ☐ 45 – 64 wpm ☐ 35 – 44 wpm ☐ Under 35 wpm

REFERENCES

Please list three references, other than supervisors, relatives or friends, who have knowledge of your work experience and education.

NAME	MAILING ADDRESS	PHONE NUMBER (Day)

EMPLOYMENT

Please start with your most recent employer, including military service. If you are currently employed, may we contact your present employer?…… ☐ **Yes** ☐ **No**

Name of Employer: _____ Telephone: (___) _____

Address: _____

Name of Immediate Supervisor: _____ Title: _____

Your Title and Duties: _____

Wilfr _____ Salary: Starting _____ Ending: _____

Reason for Leaving: _____ Employed From: _____ To: _____

Name of Employer: _____ Telephone: (___) _____

Address: _____

Name of Immediate Supervisor: _____ Title: _____

Your Title and Duties: _____

_____ Salary: Starting _____ Ending: _____

Reason for Leaving: _____ Employed From: _____ To: _____

Name of Employer: _____ Telephone: (___) _____

Address: _____

Name of Immediate Supervisor: _____ Title: _____

Your Title and Duties: _____

_____ Salary: Starting _____ Ending: _____

Reason for Leaving: _____ Employed From: _____ To: _____

Name of Employer: _____ Telephone: (___) _____

Address: _____

Name of Immediate Supervisor: _____ Title: _____

Your Title and Duties: _____

_____ Salary: Starting _____ Ending: _____

Reason for Leaving: _____ Employed From: _____ To: _____

☐ Check here if you are enclosing a resume

Please Read Carefully Before Signing

Fisk University is an equal opportunity/affirmative action employer, and selects individuals best matched for the job based upon job-related qualifications regardless or race, religion, color, creed, sex, national origin, age, disability, or any other status or characteristics protected by law.

This application will be given consideration, but our receipt of it does not imply that you will be offered employment.

In processing this employment application, Fisk University may request reports that it considers necessary in order to reach a decision. An investigation may be conducted whereby information and references will be requested from former employers. I hereby authorize Fisk University to conduct a thorough investigation of my background, including past employment and any other relevant information that may be required as determined by the University to arrive at an employment decision. I hereby release this University, its officers, employees, representatives, or agents, from any and all liability and /or damage incurred by myself in accessing or using such information. I understand that I will be notified if such an investigative report is obtained. I further understand that, upon written request, I may obtain additional information about this report under the requirements of the Fair Credit Reporting Act for the Office of Human Resources within a reasonable time after you have submitted this application.

I also understand that, as a matter of University policy, every aspect of my employment relationship with the University is on an- at-will basis, meaning that I or the University may terminate my employment at any time, for any reason, with or without cause.

I understand that if hired my employment may be terminated by Fisk University due to any misrepresentation, misinformation or inaccuracy of the statements contained in this application for accuracy and completeness, and to obtain any transcripts, records, or documents pertaining to my background and business experience, as required by the University. If hired, I agree to conform to the rules and regulations of this University; I also attest that I am authorized to work in the United States. I understand this application will remain active for six (6) months, and if not hired by that date, I must renew my application to be considered for future employment.

Signature: _____ Date: _____