

# WESTERN OREGON UNIVERSITY

## Employment Application Classified Staff

### Position Information

Job Title:

Department/Office:

Recruitment Number:

### Personal Information

Name:

Address:

City, State Zip

Home Phone:

Work Phone:

Message Phone:

E-mail Address:

• Are you over the age of 18?  yes  no

• Are you legally eligible for employment in the United States (Immigration Reform and Control Act of 1986)?  yes  no

• Have you ever been charged and/or convicted of a felony or any offense involving dishonesty?  yes  no

Note: A conviction does not necessarily eliminate you from employment consideration. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply

• Have you ever been employed by or are you currently employed by an Oregon University System institution or by the Chancellors Office?  yes  no

If yes, list the name(s) of the institution(s) and the dates to/from that you worked there :

Please list the name and department of any relatives who work for WOU (This response is considered for placement purposes. WOU does not place relatives in positions which create supervisory/subordinate relationships):

### Education Information

Do you have the equivalent of a 12<sup>th</sup> grade education?  Yes  No

List enough education and training (college, nursing, trades, business or other schools) to meet the requirements specified in the job announcement. Under Number of Credits earned, be sure to indicate quarter, semester or clock hours.

Name & Location:		Number of Credits Earned:	
Major:		Degree/Certification Earned:	

Name & Location:		Number of Credits Earned:	
Major:		Degree/Certification Earned:	

## **Job History Information**

Employer:		City/State:	
Your Job Title:		Supervisor (name/phone):	
From (mm/yy):		To (mm/yy):	
Gross monthly salary:		Average hours worked/week:	
Reason for Leaving:			
Major Duties of Job:			

Employer:		City/State:	
Your Job Title:		Supervisor (name/phone):	
From (mm/yy):		To (mm/yy):	
Gross monthly salary:		Average hours worked/week:	
Reason for Leaving:			
Major Duties of Job:			

Employer:		City/State:	
Your Job Title:		Supervisor (name/phone):	
From (mm/yy):		To (mm/yy):	
Gross monthly salary:		Average hours worked/week:	
Reason for Leaving:			
Major Duties of Job:			

Employer:		City/State:	
Your Job Title:		Supervisor (name/phone):	
From (mm/yy):		To (mm/yy):	
Gross monthly salary:		Average hours worked/week:	
Reason for Leaving:			
Major Duties of Job:			

Employer:		City/State:	
Your Job Title:		Supervisor (name/phone):	
From (mm/yy):		To (mm/yy):	
Gross monthly salary:		Average hours worked/week:	
Reason for Leaving:			
Major Duties of Job:			

## Clerical/Computer Skills

	Typing Speed (wpm)		Supervisory Experience
	Ten-Key Adding Machine		Maintaining a filing system
	Cash Register		MS Word
	Multiline Telephone		MS Excel
	Bookkeeping		MS Access
	Proofreading documents for grammar, spelling and sentence structure		WordPerfect
	Editing documents for form, content and consistency		Banner FIS
	Public Contact answering routine questions		Banner SIS
	Public Contact dealing with angry, confused or hostile persons		Banner HRIS

Please indicate other Banner modules that you have worked with:	
Please list other computer application packages in which you are proficient:	

I hereby certify that the information provided in this application and/or supplemental materials is freely given, true, and complete. I understand that any false, fraudulent, or misleading statements, answers, or information may be sufficient grounds for immediate rejection of my application, denial or employment, disciplinary action or dismissal from service if hired. I authorize the Office of Human Resources at Western Oregon University to thoroughly investigate my work and educational history and verify data provided on this application or given during the selection process. Furthermore, I also authorize the Office of Human Resources at Western Oregon University to conduct a criminal background investigation, check my driving record, or contact my present or past employers if necessary. I authorize all past employers mentioned herein to release employment information requested about me. I hereby release the Office of Human Resources at Western Oregon University, as well as any other agency, school, or company contacted from any liability or damage which may result from obtaining the information requested. The Office of Human Resources at Western Oregon University may give copies of my signed authorization to those contacted.

Signature:		Date:	
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Note: Applicants who submit this form electronically will be asked to sign the form at the time of initial interview (if asked to interview).

**ALL INFORMATION BELOW IS OPTIONAL AND CONFIDENTIAL.**

*This page is used by the WOU Office of Human Resources only and is not seen by the hiring department/office.*

**POSITION INFORMATION**

Job Title: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Recruitment Number: \_\_\_\_\_

**DEMOGRAPHIC INFORMATION**

In What City and State do you live? \_\_\_\_\_ City \_\_\_\_\_ State

**AFFIRMATIVE ACTION INFORMATION**

Gender (check one):  Male  Female

Ethnicity (check one – see below for definitions):  Asian/Pacific Islander  American/Alaskan Native  Black/African American  
 Hispanic  White

Asian/Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. The area includes, for example: China, Japan, Korea, the Philippine Islands and Samoa.

American/Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Black/African American (not of Hispanic origin): All persons having origins in any of the black racial groups.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White: (not of Hispanic origin): All persons having origin in any of the original peoples of Europe, North Africa or the Middle East.

**VETERAN STATUS INFORMATION**

Check if applicable:  Special Disabled Veteran  Vietnam Era Veteran  Newly Separated Veteran  Other Protected Veteran

Definitions

Special Disabled Veteran: Either a) a veteran who is entitled to compensation (or who would be but for the receipt of military retired pay) under laws administered by the Department of Veterans Affairs for a disability (I) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 of Title 38, to have a serious employment handicap; or b) a veteran who was discharged or released from active duty because of a service-connected disability.

Vietnam Era Veteran: A veteran whose active military, navy or air service (or any part of it) was during the period beginning August 5, 1964 and ending May 7, 1975, provided that either of the following is true: 1) the veteran served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge, or 2) the veteran was discharged or released from active duty because of a service-connected disability.

Newly Separated Veteran: A veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.

Other Protected Veteran: A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. For guidelines on identifying campaign or expeditions that met this criterion, go to <http://www.opm.gov/veterans/html/vgmedal2.htm>

**ADVERTISING INFORMATION**

Where did you hear about this position?

- Newspaper Please specify which newspaper: \_\_\_\_\_
- WOU Web Page
- Other Web Page Please specify which web page: \_\_\_\_\_
- Oregon Employment Department
- WOU Human Resources Office
- Posted on Campus
- Friend/Coworker
- Other Source Please specify other source: \_\_\_\_\_