

Position information

Job title _____

Department/office _____

Recruitment number _____

Personal information

Name _____

Home phone _____

Address _____

Work phone _____

City _____

State _____

ZIP _____

Mobile phone _____

Email _____

International phone _____

Are you over the age of 18? Yes NoAre you legally eligible to work in the U.S.? Yes NoWill you now or in the future require visa sponsorship for employment at Western Oregon University? Yes NoHave you ever worked for Western Oregon University before? Yes (If yes, fill in field below.) No

List department(s) and dates worked: _____

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 12th grade education? Yes NoList enough education and training (college, nursing, trades, business, etc) to meet the requirements specified in the job announcement. Under **credits earned**, be sure to indicate quarter, semester or clock hours.

Name and location: _____ Credits earned: _____

Major: _____ Degree/certification earned: _____

Name and location: _____ Credits earned: _____

Major: _____ Degree/certification earned: _____

ALL INFORMATION BELOW IS OPTIONAL AND CONFIDENTIAL

This page is used by the Human Resources Office only and is not seen by the hiring department.

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Western Oregon University is committed to an affirmative action program that promotes the effective recruitment of women, members of racial/ethnic groups, individuals with disabilities, veterans, LGBTQ+ and community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. The information in this document will be kept confidential and used to fulfill reporting requirements. Completion of this form is voluntary; a decision not to disclose this information will not result in any adverse treatment of your employment application.

Demographic information

In what city and state do you live?

City: _____ State: _____

If in Oregon, what county: _____

Affirmative Action information

Gender (check one):

Male Female Trans or gender non-conforming

Please indicate your ethnic identity by answering the following question:

Are you Hispanic or Latino? Yes No

Race (choose one or more):

- Asian or Pacific Islander:** All persons having origins in any of the peoples of the Far East, Southern Asia, the Indian subcontinent, or the Pacific Islands. For example, this area includes, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- Black (Not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- Native American or 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.
- White (Not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Veteran status information

This employer is a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires government contractors to take affirmative action to employ and advance in employment (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

These classifications are defined as follows:

- A **disabled veteran** is one of the following:
 - A veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - A person who was discharged or released from active duty because of a service-connected disability.
- A **recently separated veteran** means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An **active duty wartime or campaign badge veteran** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An **Armed Forces service medal veteran** means a veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operations for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Please check one of the boxes below (**Please provide a copy of your DD-14 to prove eligibility**):

- I identify as one or more of the classifications of protected veteran listed above.
- I am not a protected veteran.

Advertising information

Where did you first learn about this position?

Printed advertisement Webpage Other

Please specify:

Skills and experience

- _____ Typing speed (wpm)
- Maintaining a filing system
 - Multi-line telephone
 - Editing documents for form, content and consistency
 - Public contact answering routine questions
 - Public contact dealing with angry, confused or hostile persons
 - Supervisory experience
 - Bookkeeping
 - Proofreading documents for grammar, spelling and sentence structure
 - Ten-key adding machine
 - Cash register

Office suites

- MS Word
- MS Excel
- MS Access
- Adobe Acrobat
- WordPress

Information systems

- Banner FIS
- Banner SIS
- Banner HRIS

Indicate other Banner modules that you have worked with: _____

Other computer software in which you are proficient:

Reasonable accommodation notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.

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 of employment, disciplinary action or dismissal from service if hired. I authorize the Western Oregon University Human Resources Office (HR) 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 HR 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 HR, as well as any other agency, school, or company contacted from any liability or damage which may result from obtaining the information requested. HR may give copies of my signed authorization to those contacted.

Signature

Date

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

Job history information

Please list most recent positions first.

Employer: _____ City: _____ State: _____
Your job title: _____ From (mm/yy): _____ To (mm/yy): _____
Supervisor (name): _____ (phone): _____
Gross monthly salary: _____ Average hours worked/week: _____
Reason for leaving: _____
Major duties of job: _____

Employer: _____ City: _____ State: _____
Your job title: _____ From (mm/yy): _____ To (mm/yy): _____
Supervisor (name): _____ (phone): _____
Gross monthly salary: _____ Average hours worked/week: _____
Reason for leaving: _____
Major duties of job: _____

Employer: _____ City: _____ State: _____
Your job title: _____ From (mm/yy): _____ To (mm/yy): _____
Supervisor (name): _____ (phone): _____
Gross monthly salary: _____ Average hours worked/week: _____
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Employer: _____ City: _____ State: _____
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Employer: _____ City: _____ State: _____
Your job title: _____ From (mm/yy): _____ To (mm/yy): _____
Supervisor (name): _____ (phone): _____
Gross monthly salary: _____ Average hours worked/week: _____
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