



Ohio Northern University

Administrative Application for Employment

Ohio Northern University does not discriminate on the basis of race, religion, national or ethnic origin, gender, age, or disability in its educational, admissions, financial aid, employment or other University programs or activities.

Date of Application _____

(please print)

Position applied for _____

Name _____ Social Security Number _____
last first middle (optional)

Present Address _____
no. street city state zip

Home Phone (_____) _____ E-mail _____

EDUCATIONAL HISTORY

Please summarize your educational history. Please have forwarded from the appropriate registrars' offices official transcripts of all graduate and undergraduate work.

Names of Schools Attended	Dates From To	Date of Graduation	Degrees or Hours Completed	Major Field of Concentration

Please summarize special skills, publications, research or other experience which particularly qualify you for the position for which you are applying.

EMPLOYMENT HISTORY

Please list the positions you have held beginning with your current position and continuing chronologically in reverse order.

Institution/Company City, State	Dates of Service From To	Position	Monthly Salary	Reason for Leaving	Supervisor Name Phone

We may contact employers listed above unless you indicate those you do not want us to contact. List those you do not want contacted and why: _____

Please list three references not related to you who have direct knowledge of your professional preparation of experience.

Name/Title	Address	Phone Number	Relationship

Have you filed an application for a position at ONU before? yes no

If yes, date(s) _____

Have you been employed at ONU before? yes no Dates: _____

List any friends or relatives working at ONU and state relationship _____

Are you a U.S. citizen or lawful permanent resident? yes no

Have you even been convicted of a felony? yes no

If yes, please give details (nature of offense, date of conviction, penalty imposed, county, state and other relevant circumstances).

**AS AN APPLICANT FOR EMPLOYMENT WITH OHIO NORTHERN UNIVERSITY,
I UNDERSTAND THE FOLLOWING:**

- If I am hired, this form will be transferred to my individual personnel file.
- Any misrepresentation or falsification of information or omission will be cause for rejection of any application or for immediate dismissal.
- All information (including information on any accompanying resume) is subject to verification.
- My employment is not guaranteed for any term, and my employment may be terminated by ONU or myself at any time and for any reason. No manager or other representative of ONU is authorized to make any oral or written assurance or promise of continued employment.
- My employment is conditioned upon the results of a reference check. I authorize you to contact former employers and references.

Signature _____ Date _____

AUTHORIZATION FOR RELEASE OF PERSONAL DATA

I, the undersigned, hereby authorize and request any present or former employer, educational institution, law enforcement agency, department of motor vehicles, financial institution, or other persons having personal knowledge about me to furnish Ohio Northern University and/or its agents, with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability and hold harmless all persons and corporations supplying this information to Ohio Northern University and/or its agents. A photocopy of this authorization is as effective as the original.

Signature _____ Date _____

For Personnel Office Use Only

Transcripts

References

Offer yes no

Position _____

accepted declined

Date _____ Rate of Pay _____

Start date _____