



# Employment Application

*Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law. The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply.*

**PLEASE TYPE OR PRINT IN INK. PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH POSITION FOR WHICH YOU APPLY.**

Date of Application \_\_\_\_\_

Position Applied For \_\_\_\_\_

Job No. \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

NUMBER STREET CITY STATE ZIP CODE

Telephone (\_\_\_\_) \_\_\_\_\_ Message Phone (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

Are you currently a student of Chapman University? ☐ Yes ☐ No

Have you ever been employed using another name? If yes, specify \_\_\_\_\_

Have you ever been employed by Chapman University? ☐ Yes ☐ No

If yes, specify dates, position and department \_\_\_\_\_

If you are hired, can you submit documented proof within three days of employment of your legal right to work in the United States? (Proof will be required as a condition of employment) ☐ Yes ☐ No

Do you have relatives working at Chapman University? ☐ Yes ☐ No

If yes, specify name and position held \_\_\_\_\_

On what date would you be available to begin work? \_\_\_\_\_

Type(s) of employment sought (check all that apply): ☐ Full-Time ☐ Part-Time ☐ Temporary

**AN EQUAL OPPORTUNITY EMPLOYER**

Have you ever been convicted of a crime other than a minor traffic violation or a marijuana conviction over 2 years old? (Conviction will not automatically bar employment. Each case is considered on its own merits.) ☐ Yes ☐ No  
If yes, please explain and state charge, court, date, and disposition of case: \_\_\_\_\_

Are you able to safely perform the essential functions of the position for which you are applying either with or without reasonable accommodations? ☐ Yes ☐ No

## COMPUTER/OFFICE SKILLS

Typing Speed \_\_\_\_\_

Please evaluate your abilities in performing the following skills. Assign a number to each skill according to your estimated level of experience. Place the number 0, 1, 2, or 3 in the spaces provided as follows:

0=No Work Experience      1=Limited Experience      2=Moderate Experience      3=Extensive Experience

**Windows** \_\_\_\_\_

**Macintosh** \_\_\_\_\_

### Microsoft Office:

Word \_\_\_\_\_

Excel \_\_\_\_\_

Access \_\_\_\_\_

PowerPoint \_\_\_\_\_

### Web Browsers:

Internet Explorer \_\_\_\_\_

Netscape Communicator \_\_\_\_\_

Other \_\_\_\_\_

**HTML** \_\_\_\_\_

### Miscellaneous:

Palm Pilot \_\_\_\_\_

10 Key By Touch \_\_\_\_\_

Bookkeeping \_\_\_\_\_

Lexis Nexis \_\_\_\_\_

### Electronic Mail Systems:

Outlook \_\_\_\_\_

Eudora \_\_\_\_\_

Other \_\_\_\_\_

### Other Programs:

Word Processing \_\_\_\_\_

Spreadsheet \_\_\_\_\_

Database \_\_\_\_\_

Desktop Publishing \_\_\_\_\_

Other \_\_\_\_\_

## EDUCATION & TRAINING

	Name of school & address	Number of years	Courses/Major	Degree/Diploma/Certificate
High School				
Undergraduate				
Graduate				

Other				
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### EMPLOYMENT EXPERIENCE

Please list your work experience and salary history for the past 10 years, starting with your most **recent** employment. Please account for any periods of unemployment, specifying time frame and reasons. Please attach additional sheets if necessary. You may attach a resume, but it does *not* take the place of the application form. Please **do not** respond to any section with "See attached."

**Do you wish to be notified before we contact your current employer?** ☐ Yes ☐ No

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for seeking employment: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Current Salary: \$\_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for seeking employment: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Current Salary: \$\_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for seeking employment: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Current Salary: \$\_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for seeking employment: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Current Salary: \$ \_\_\_\_\_

*Please attach additional sheets if necessary to fully complete your work experience and salary history for the past 10 years.*

**IMPORTANT! READ BEFORE SIGNING!**

**Applicant's Statement**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I understand that any misrepresentation, falsification, or material omission of applicant information I submitted may result in failure to receive an offer or, if hired, in my dismissal from employment.

I authorize Chapman University and its agents to investigate my suitability for employment. I authorize the people or companies contacted by Chapman University or its agents to provide all pertinent information they may have, personal or otherwise. I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Chapman University, or from the use or disclosure of such information by Chapman University, its agents, employees or representatives.

The following people or companies may not be contacted during the pre-employment process:

\_\_\_\_\_

In consideration of my employment if hired, I agree to conform to the rules and standards of Chapman University, as amended from time to time at Chapman University's sole discretion.

I understand that all offers of employment are conditioned on the provision to Chapman University, within three days from the start of my employment, of satisfactory proof of my identity and legal right to work in the United States of America.

I understand that if I become employed by Chapman University, my employment and compensation can be terminated at will, with or without cause or notice, at any time, by me or by Chapman University. I also understand that I may be disciplined or demoted and the terms of my employment may be altered at any time, with or without cause or advance notice, at the discretion of Chapman University. I understand that no employee or representative of Chapman University, other than the President of the University, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and that any such agreement must be in the form of an individual written employment agreement signed by both the President of Chapman University and me. This paragraph sets forth the sole and entire agreement between me and Chapman University relating to these subjects.

**I hereby acknowledge that I have read the foregoing in its entirety, and understand it.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**Human Resources**, One University Drive, Orange, CA 92866

Phone (714) 997-6686

Fax (714) 997-6901

[www.chapman.edu/hr](http://www.chapman.edu/hr)

### APPLICANT DATA RECORD

Federal Law requires Chapman University to request the following information from each job applicant. The completion of Survey Data I, II & III is voluntary and confidential and used for statistical reporting. The information obtained from this form is not used in making employment decisions.

PLEASE PRINT OR TYPE

Name (Last, First, Middle Initial):	Today's Date:	Job Number Applied for:
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#### Survey Data I

_____ Male	_____ Female
Check one only:	
_____ American Indian or Alaskan Native	Black/African-American _____ (not of Hispanic origin)
_____ Asian or Pacific Islander	Hispanic _____
_____ Chinese/Chinese-American	Mexican/Mexican American/ _____
_____ Japanese/Japanese-American	Chicano _____
_____ Filipino/Pilipino	Latin-American/Latino _____
_____ East Indian/Pakistani	Other Spanish/Spanish- _____
_____ White (not of Hispanic Origin)	American _____
	I choose not to complete _____

#### Survey Data II

Check the most applicable to you:	
_____ U.S. Veteran	_____ U.S. Vietnam Era Veteran (8/5/64 – 5/7/75)

#### Survey Data III

How did you find out about our job openings? (Please check all that apply)	
___ Chapman University Bulletin Board	Newspaper:
___ Chapman University Website	Los Angeles Times _____
___ Chapman University Job Line	Orange County Register _____
___ Chapman University Employee Referral	Community Agency _____
___ EDD Bulletin Board/Website	Professional Association Journal, _____
Other Website:	Newsletter/Website: _____
___ Careerbuilder.com	Name _____
Name _____	Other Sources:
	Name _____