

Personal Data
Office of Student Employment

Name: Mr Ms _____ APU ID # _____
Last First MI

Home Address: _____
Street City State Zip

APU Address: _____
Street City State Zip

Primary Telephone Number: (_____) _____ APU Email: _____

Class: Freshman Sophomore Junior Senior Graduate APS

Major: _____ Total units this semester: _____

Emergency Contact Name: _____

Phone Number: _____ Relationship: _____

Employment Experience

Starting with your present or last job, list your last two employers.

Employer 1		
Employer Name	Supervisor's Name	
Employer's Address	City	
State	Zip	
Phone Number	Starting Date	Ending Date
Job Title		
Brief Description of Job		

Employer 2		
Employer Name	Supervisor's Name	
Employer's Address	City	
State	Zip	
Phone Number	Starting Date	Ending Date
Job Title		
Brief Description of Job		

Please check the skills and areas of experience that you have.

Mac (Apple IOS) PC (Windows) Microsoft Word Microsoft Excel PowerPoint
 Customer Service Mechanical Interpreter Which language? _____

Please list vocational, technical, or other training: _____

Background Information

Are you 18 years of age or older, and, if hired, can you provide proof of your age? Yes No

Have you worked for Azusa Pacific University in the past? Yes No

If yes, list dates: From _____ to _____

List department and position title: _____

Have you been convicted of a crime other than a traffic violation? Yes No

(NOTE: Please exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

If yes, please explain and state the charge, the court, the date of the conviction, and the disposition of the case:

Are you serving in the United States Military? Yes No If yes, which branch? _____

Do you have any physical or mental condition that prevents you from performing any of the essential functions of the position for which you are applying with or without accommodations? Yes No

Availability: Insert an "A" in the boxes of the time slots you are available.

	A.M.				P.M.												A.M.	
	6-8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12-3	
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		
Saturday																		
Sunday																		

Certification

I certify that the information I have provided in this application is true and complete to the best of my knowledge. I understand that every statement on this application is subject to independent verification, including review of any prior APU employment, if applicable, and I hereby authorize such independent verification and review. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information as well as from any use or disclosure of such information. I further understand that the information I provide, either orally or in writing, will be relied upon by APU in determining my employment status.

As a condition of employment by APU and in accordance with the provisions of the Immigration Reform and Control Act of 1986, I understand that, if I am hired by APU, within three days following the commencement of my employment, I will be required to provide documentation verifying my identity and eligibility to work in the United States.

I acknowledge that if I am hired by APU, my employment will be at will, unless otherwise agreed upon in writing and signed by an authorized representative of the University, and that my employment and compensation may be terminated any time, with or without notice, and with or without cause, by me or by APU. I understand that neither this employment application nor any other document, including policies, guidelines, handbooks, or manuals, are intended to create any contractual obligation which in any way conflicts with the APU policy that the employment relationship between APU and each of its employees is at will. If I am hired I agree to abide by the policies, standards, procedures, rules and regulations at Azusa Pacific University and to respect the ideals, principles, and traditions it upholds as a Christian institution of higher learning.

Signature: _____ Date: _____

Azusa Pacific University does not discriminate on the basis of race, color, national origin, gender, age, disability, status as a veteran, or other characteristics protected by law in its programs, policies, or procedures. Minorities and women are urged to apply.