

Position Applied for:

Name:

Last

First

Middle

(Please type or print)



Please return the application to:

Heritage University

Human Resources Department 3240

Fort Rd. Toppenish, WA 98948

FAX #: (509) 865-2079

HumanResources@heritage.edu

Position Applied for: _____

Employment Application
Applicant Information

 Full Name: _____ Date: _____
Last *First* *M.I.*

 Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

 Phone: _____ Email _____
 Daytime Phone: _____

 Date Available: _____ Are you age 18 or older? YES NO

 If hired, can you provide proof of right to legally work in the United States? YES NO

 Have you ever worked for this company? YES NO If yes, when? _____

 Have you ever been convicted, released or pled no contest to any felony offense in the last 7 years? YES NO A conviction record will not necessarily disqualify you for employment. Each case is considered on it's own merits. If YES, indicate the nature of the offense, date, court and disposition.

Education

 Indicate the highest level of education you have completed.
 Less than high school 2 year college Some graduate school Post-Doctorate
 HS Grad Technical school Master's degree MD, DDS, JD
 Some College Bachelor's degree Doctorate

Name of Trade or Business School, College, University or Professional School	No. of months attended	No. of credits earned	Type of credits (sem./qtr.)	Type of degree	Major	Minor

Language abilities, other than English:

Read: _____

Write: _____

Speak: _____

Previous Employment

Present or last

employer: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Job duties/
accomplishments _____

From: _____ To: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

NO

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Job duties/
accomplishments _____

From: _____ To: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

NO

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Job duties/
accomplishments _____

From: _____ To: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

NO

Additional Information

Please use the space below to further describe your relevant skills, training, and experience, including length of time. Providing this additional information is extremely valuable in the selection process. If it does not apply to you, please indicate with **N/A**.

Administrative and Computer skills and experience (such as data bases, word processing, data entry, spreadsheets/graphs/charts, desktop publishing, internet, e-mail, medical terminology, legal terminology, technical/statistical/scientific typing, correspondence/manuscript editing, bookkeeping/accounting, etc.)

Supervisory/Managerial skills and experience (such as hiring, firing, disciplining, evaluating performance, rewarding, training, assigning work, directing work, reviewing work, etc.)

Professional skills and experience (such as formal related coursework, publications, administration of grants/contracts, budget maintenance, data gatherings, report writing, statistical analysis, public relations, etc.)

Scientific/Laboratory skills and experience (such as scientific coursework, lab techniques, lab equipment, etc.)

Disclaimer and Signature

To the best of my knowledge, the information included in this application is accurate and true. I understand that misrepresentation or omission of facts in connection with my application may be sufficient cause, in and of itself, for dismissal whenever discovered. I authorize Heritage University to investigate my past relevant employment and/or education history. I authorize Heritage University to investigate my background, including a criminal background investigation. I also authorize any persons, companies, corporations and/or education facilities with whom I have been associated to furnish Heritage University with any information concerning my employment and educational background which they may have on record.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Heritage University's interest, nor will I become engaged in such activity or business if employed.

If employed in consideration of my employment, I agree that my employment and compensation may be terminated in accordance with Heritage University policy. I also understand that my employment is on an "at will" basis which means that either the employer or the employee can terminate employment at any time, with or without notice and with or without cause.

If employed, I further agree that if Heritage University advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any University property, the University is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Signature: _____ Date: _____

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

Thank you for your interest in employment with Heritage University.