



Employment Application

Brandman University considers applicants for all positions without regard to race, religion, color, national origin, age, sex, marital status, disability, veteran status, sexual orientation, or any other characteristic protected by applicable state or federal civil rights laws. If you require any reasonable accommodations in the application or interview process, because of a disability, please notify the Office of Human Resources of your needs.

PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH POSITION FOR WHICH YOU APPLY.

Date of Application: _____
 Position Applied For: _____ Job No. _____
 Location: _____ City: _____ State: _____

Name: (last) _____ (first) _____ (middle) _____
 Address: (street) _____
 (city) _____ (state) California (zip) _____
 Telephone: (____) _____ - _____
 Message Phone: (____) _____ - _____
 E-mail: _____

Are you currently a student of Brandman University?	<input type="radio"/> Yes <input type="radio"/> No
Have you ever been employed using another name?	<input type="radio"/> Yes <input type="radio"/> No If yes, specify: _____
Have you ever been employed by Brandman University?	<input type="radio"/> Yes <input type="radio"/> No If yes, specify: Dates: _____ Position: _____ 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 condition of employment.)	<input type="radio"/> Yes <input type="radio"/> No
Do you have relatives working at Brandman University?	<input type="radio"/> Yes <input type="radio"/> No If yes, specify: Name: _____ Position: _____
On what date would you be available to begin work?	_____
Types of employment sought:	Check all that apply: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Would you like us to consider you for other positions that we believe may be consistent with your skills and experience?	<input type="radio"/> Yes <input type="radio"/> No
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.) Explain and state charge, court, date, and disposition of case:	<input type="radio"/> Yes <input type="radio"/> No _____ _____
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 _____ HTML _____	Macintosh _____										
Microsoft Office: Word _____ Excel _____ Access _____ PowerPoint _____ Filemaker _____ SQL _____	Web Browsers: Internet Explorer _____ Firefox _____ Other _____ (if other, please specify): _____										
Miscellaneous: Palm Pilot _____ 10 Key By Touch _____ Bookkeeping _____ Lexis Nexis _____	Electronic Mail Systems: Outlook _____ Other _____ (if other, please specify): _____										
Other Programs: Word Processing _____ Spreadsheet _____ Database _____ Desktop Publishing _____ Other _____	<table border="1"> <thead> <tr> <th style="text-align: left;">Name of Program:</th> <th style="text-align: left;">Rank:</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name of Program:	Rank:	_____	_____	_____	_____	_____	_____	_____	_____
Name of Program:	Rank:										
_____	_____										
_____	_____										
_____	_____										
_____	_____										

EDUCATION & TRAINING

	Name of school and address	City	St.	No. of years	Courses/Major	Degree/Diploma/Certificate
High School	_____	_____	_____	_____	_____	_____
Undergraduate	_____	_____	_____	_____	_____	_____
Graduate	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____

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. You may attach a resume or other supporting documents, but they will 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 No.1 (present or most recent employer)

Employer: _____	Address: _____	
Immediate Supervisor & Title: _____	Phone #: _____ () -	
Your Job Title: _____	Dates Employed: _____ From: _____ To: _____	
Job Duties: _____		
Reason for Leaving: _____	Hours/Week: _____	Final Salary: \$ _____

Employer No.2

Employer: _____	Address: _____	
Immediate Supervisor & Title: _____	Phone #: _____ () -	
Your Job Title: _____	Dates Employed: _____ From: _____ To: _____	
Job Duties: _____		
Reason for Leaving: _____	Hours/Week: _____	Final Salary: \$ _____

Employer No.3

Employer: _____	Address: _____	
Immediate Supervisor & Title: _____	Phone #: _____ () -	
Your Job Title: _____	Dates Employed: _____ From: _____ To: _____	
Job Duties: _____		
Reason for Leaving: _____	Hours/Week: _____	Final Salary: \$ _____

Employer No.4

Employer: _____	Address: _____
Immediate Supervisor & Title: _____	Phone #: _____ () -
Your Job Title: _____	Dates Employed: _____

		From:		To:	
Job Duties:					
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>					
Reason for Leaving:		Hours/Week:		Final Salary: \$	

Please use the 'Upload Resume' link to attach additional 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 Brandman University and its agents to investigate my suitability for employment. I authorize the people or companies contacted by Brandman 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 Brandman University, or from the use or disclosure of such information by Brandman 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 Brandman University, as amended from time to time at Brandman University's sole discretion.

I understand that all offers of employment are contingent upon the results of successful return of your pre-employment background checks which may include criminal, driving record, credit, education, and employment checks.

I understand that all offers of employment are conditioned on the provision to Brandman 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 Brandman University, my employment and compensation can be terminated at will, with or without cause or notice, at any time, by me or by Brandman 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 Brandman University. I understand that no employee or representative of Brandman University, other than the University Chancellor, 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 Chancellor of Brandman University and me. This paragraph sets forth the sole and entire agreement between me and Brandman University relating to these subjects.

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

For signature at time of interview:

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

Applicant's Signature
Date

Please verify your responses and if satisfied, click on the SUBMIT button. Please only click submit once. You can print the resulting page for your records.