



Date of Application _____

APPLICATION FOR EMPLOYMENT

Campus recreation is an equal opportunity employer. All applicants and employees are considered for employment, advancement and compensation based upon their skills and performance without regard to race, color, religion, sex, age, ancestry, handicap, disability, marital status or veteran's status.

Personal Information

Name: _____
Last Name First Name Middle Name

Local Address: _____
City State Zip

Home Address: _____

Local Phone: () _____ Home Phone: () _____

E-Mail Address: _____ Social Security Number: _____

Emergency Information

Emergency Contact: _____ Phone: () _____

Place of Employment: _____ Relationship to you: _____

Availability

Position Applying for: _____ Facility/Program: _____

Available: Fall Winter Spring Summer-1st session
 Summer-2nd session Winter Break Spring Break

Education

Class Rank: Freshman Sophomore Junior Senior Graduate

College Enrolled: _____ Expected Graduation Date: _____

Major(s): _____ Minor: _____ GPA: _____

Skills/Certifications

Computer Proficiency: IBM Macintosh Software: _____

Certifications (Lifeguarding, First Aid, CPR, WFR, etc.): _____
Certification Exp. Date

Certification Exp. Date

Certification Exp. Date

Other Applicable Skills: _____

Employment History

Are you currently employed by Ohio University? Yes No

If yes, where? _____ Position/Title: _____

Resume Attached? Yes No

List related employment, starting with your most recent position. Include any kind of paid positions, internships, volunteer work, etc.

Employer: _____ Position/Title: _____

Address: _____ Phone: _____

Supervisor: _____ From: _____ To: _____

Responsibilities: _____ Reason for Leaving: _____

Employer: _____ Position/Title: _____

Address: _____ Phone: _____

Supervisor: _____ From: _____ To: _____

Responsibilities: _____ Reason for Leaving: _____

References

References:

Name: _____ Phone: () _____ Relationship: _____

Name: _____ Phone: () _____ Relationship: _____

Acknowledgements and Authorizations

IMPORTANT—Please read carefully. Application is not complete and may not be considered without signature.

I understand that filling out this application for employment does not obligate the Ohio University Division of Campus Recreation to give me a job, nor does it obligate me to accept a job within the Division. I understand that my employment history, employment records, references and other facts stated by me in this application process are subject to inquiry, investigation and verification by Ohio University. I hereby authorize Ohio University to make such relative inquiries and investigations into matters that are pertinent to my employment. I reserve the right to request a disclosure of the nature and scope of any inquiry or investigation.

I swear or affirm that the statements in this application are true and correct and I understand that in the event that false information is discovered and verified, it will be grounds for dismissal. I also understand that all information (references, letters and resumes) submitted with my application become the property of the Ohio University Division of Campus Recreation and may not be removed after submission to that office.

Signature

Date

For Office Use Only

Position Hired For: _____ Hire Date: _____

Departmental Area: _____ Starting Rate of Pay: _____

Payroll Forms Completed: Public Employee Retirement System: Membership Exempt
 Hiring Authorization Card Tax Card I-9 Form

Database Entry Date: _____ Initials _____