



1 University Place  
Lamoni, Iowa 50140  
www.graceland.edu

### Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, creed, age, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, genetic information or any other protected classification. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

#### Personal Data:

DATE: \_\_\_\_\_

(Please Print Plainly)

Name \_\_\_\_\_

Last

First

Middle Initial

Present Address \_\_\_\_\_

Street

City

State

Zip Code

Telephone \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

Have you been employed by Graceland University previously? Yes No

If yes, please give approximate dates and department: \_\_\_\_\_

Referral Source: Advertisement Employee Relative Walk-In Other

Name of Source (If applicable) \_\_\_\_\_

Do you have relatives employed by Graceland University? Yes No

If yes, please give name(s) and relationship: \_\_\_\_\_

Do you currently hold a valid driver's license? Yes No

If yes, please give state and number \_\_\_\_\_

Have you ever served in AmeriCorps, Peace Corps, or other national service program?

Yes No If yes, please indicate which one: \_\_\_\_\_

**TYPE OF POSITION DESIRED:** Listed are the kinds of positions usually available. Please check **all** those in which you would accept employment:

- |   |   |   |                                  |
|---|---|---|----------------------------------|
| <input type="checkbox"/> Accounting             | <input type="checkbox"/> Clerical/Secretarial | <input type="checkbox"/> Cashier                | <input type="checkbox"/> Library |
| <input type="checkbox"/> Housekeeping           | <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> After Hours            | <input type="checkbox"/> Grounds |
| <input type="checkbox"/> Information Technology |   | <input type="checkbox"/> Mechanical Maintenance |                                  |

**Other: Please Indicate:** \_\_\_\_\_

Are you available for: (Check all that apply)  Full Time  Part Time  Temporary

When are you available to start work? \_\_\_\_\_

If you wish part time, what hours can you work? \_\_\_\_\_

Please give dates you are available for temporary work. \_\_\_\_\_

**SKILLS:** List further skills on an additional sheet of paper, if needed.

**Clerical:** Please list clerical skills: \_\_\_\_\_

**Facility Services:** Please list Mechanical, Construction, Grounds keeping, Custodial skills:

\_\_\_\_\_

**Library:** Please list specific skills: \_\_\_\_\_

**Computer:** (Familiar with)

Software: \_\_\_\_\_

Hardware: \_\_\_\_\_

**Other skills that may pertain to the above listed positions:**

\_\_\_\_\_

In addition to your work history (next page), what other experiences or qualifications would especially fit you for work with Graceland University?

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYER REFERENCES:**

List your employment for the past ten years. Do not leave any time periods unaccounted for. List present or most recent employment or open time period first. Please add supplemental sheets if necessary. Please give complete address, including zip code.

PRESENT COMPANY NAME	TELEPHONE
Address	Dates of employment (State month/year)
Name of Supervisor	Starting Pay                      Ending Pay
Job Title	Reason for leaving
Duties	May we contact:    Yes        No
PREVIOUS COMPANY NAME	TELEPHONE
Address	Dates of Employment (State month/year)
Name of Supervisor	Starting Pay                      Ending Pay
Job Title	Reason for leaving
Duties	May we contact:    Yes        No
COMPANY NAME	TELEPHONE
Address	Dates of Employment (State month/year)
Name of Supervisor	Starting Pay                      Ending Pay
Duties	May we contact:    Yes        No
COMPANY NAME	TELEPHONE
Address	Dates of Employment (State month/year)
Name of Supervisor	Starting Pay                      Ending Pay
Job Title	Reason for leaving
Duties	May we contact:    Yes        No

**EDUCATIONAL RECORD:**

Name/Location of School	Year Graduated	Last Year Completed	Diploma/Degree
High School		1 2 3 4	
College/Univ		1 2 3 4	
College/Univ		1 2 3 4	
Other		1 2 3 4	

**PERSONAL REFERENCES:** Not Former Employers or Relatives. Please list three people that you have known for a minimum of one year.

Name/ Occupation	Email Address	Phone (Include Area Code)
1.		
2.		
3.		

I authorize Graceland University to make an investigation of any or all of the facts set forth in this application.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would effect this application unfavorably. I understand that the willful omission of pertinent and material facts or falsification of any information in this application is grounds for refusal to hire or, if I have been hired, grounds for termination.

I authorize my previous employers, schools, or persons named as references to give any information regarding employment or educational record. I agree that Graceland University and my previous employers shall not be held liable in any respect if a job offer is not extended, withdrawn or my employment terminated because of reference information, false statements, omissions or answers made by me on this application. If I am employed by Graceland, I will comply with all policy and procedures as set forth in any communication distributed or available to employees.

In compliance with immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment. I am in receipt of a list of approved documents which have been supplied with this application.

I understand that employment with Graceland University is "at will," which means that either I or Graceland University can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of Graceland University, other than the President, has any authority to alter the foregoing.

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