



METHODIST UNIVERSITY

Methodist University, Incorporated
Personnel Office
5400 Ramsey Street
Fayetteville, North Carolina 28311

Application for Non-Teaching Employment
Hourly Position

Methodist University does not discriminate on the basis of race, color, national or ethnic origin, age, sex, religious denomination, or disabilities in the administration of its admission and educational policies, scholarships, loan programs, athletics, employment practices or any other university administered program.

Please print.

Full Name Last, First, Middle

Current Address: Street and Number, City, State, Zip Code

Phone: ( ) Social Security Number - -

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? yes no

Have you ever been convicted of a felony? yes no If yes, describe:

Criminal convictions are not an absolute bar to employment and will only be considered in relation to specific Job requirements.

Position Applied for:

Desired Position (Please rank. #1 highest rank):

- Custodial, Accounting, Data Entry, Secretarial, Maintenance, Administrative, Receptionist, Other, Security, Bookkeeping, Recruiting

Desired Placement (optional) (Please rank. #1 highest rank):

- Academic/Registrar, Business Area, Student Affairs, Admissions, Development/Alumni, Other, Athletics, Facility/Plant

What type of position are you seeking? Part-Time Full-Time

Are you available to work weekends? yes no

Have you ever been employed by Methodist University? yes no

## WORK EXPERIENCE

PLEASE CHECK TYPE OF WORK IN WHICH YOU HAVE HAD EXPERIENCE:

General Clerical     Statistical Typing     Switchboard Operator     Inventory Clerk     Picker  
 Typing     Bookkeeping     Stock Clerk     Hoist-Lift Operation     Packer  
 Cashier     Tabulating     Credit Clerk     Maintenance     Salesclerk  
 Financial Reports     Payroll     Display     General Warehouse     Computer Operator

PLEASE CHECK BUSINESS MACHINES YOU HAVE OPERATED:

Adding Machines     Stencil Equipment     Transcription     Keypunch     Calculator  
 Typewriters     Bookkeeping     Tab Machines     Word Processor     Other

Typing Speed \_\_\_\_\_ Shorthand Speed \_\_\_\_\_ Other special abilities \_\_\_\_\_

## EMPLOYMENT RECORD INFORMATION

Fill out carefully. Begin with present or last job held and work back, regardless of the time worked. Use additional sheet if necessary. If you were sick, attending school, out of work, so state, giving dates. DO NOT SKIP ANY DATES. ACCOUNT FOR ALL TIMES. THIS INFORMATION WILL BE CLOSELY CHECKED. If you have not had any previous work experience, fill out the next section, "Volunteer or other non-paid work."

DO YOU HAVE ANY OBJECTION TO OUR CONTACTING YOUR PREVIOUS EMPLOYERS OR REFERENCES? \_\_\_\_\_

<b>1. COMPANY NAME</b>	<b>EMPLOYMENT DATES</b>	<b>BEG SALARY</b>	<b>END SALARY</b>
_____	FROM: _____ TO: _____	\$ _____	\$ _____
ADDRESS _____	JOB TITLE/DUTIES _____		
_____			
SUPERVISOR _____	TELEPHONE NO. _____	REASON FOR LEAVING _____	
_____	( ) _____	_____	

<b>2. COMPANY NAME</b>	<b>EMPLOYMENT DATES</b>	<b>BEG SALARY</b>	<b>END SALARY</b>
_____	FROM: _____ TO: _____	\$ _____	\$ _____
ADDRESS _____	JOB TITLE/DUTIES _____		
_____			
SUPERVISOR _____	TELEPHONE NO. _____	REASON FOR LEAVING _____	
_____	( ) _____	_____	

<b>3. COMPANY NAME</b>	<b>EMPLOYMENT DATES</b>	<b>BEG SALARY</b>	<b>END SALARY</b>
_____	FROM: _____ TO: _____	\$ _____	\$ _____
ADDRESS _____	JOB TITLE/DUTIES _____		
_____			
SUPERVISOR _____	TELEPHONE NO. _____	REASON FOR LEAVING _____	
_____	( ) _____	_____	

<b>4. COMPANY NAME</b>	<b>EMPLOYMENT DATES</b>	<b>BEG SALARY</b>	<b>END SALARY</b>
_____	FROM: _____ TO: _____	\$ _____	\$ _____
ADDRESS _____	JOB TITLE/DUTIES _____		
_____			
SUPERVISOR _____	TELEPHONE NO. _____	REASON FOR LEAVING _____	
_____	( ) _____	_____	

**\*VOLUNTEER OR OTHER NON-PAID WORK**

\*This section is optional. In this section you may include any verifiable work performed on a volunteer basis. Begin with present or last activity and work Back. Use additional sheet if necessary.

DO YOU HAVE ANY OBJECTION TO OUR CONTACTING YOUR PREVIOUS VOLUNTEER ORGANIZATIONS? \_\_\_\_\_

<b>1. ORGANIZATION NAME</b> _____ <b>ADDRESS</b> _____  <b>SUPERVISOR</b> _____	<b>PARTICIPATION DATES</b> FROM: _____ TO: _____ ____/____/____    ____/____/____ <b>JOB TITLE/DUTIES</b> _____  <b>TELEPHONE NO.</b> _____ _____ ( ) _____  <b>REASON FOR LEAVING</b> _____
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<b>2. ORGANIZATION NAME</b> _____ <b>ADDRESS</b> _____  <b>SUPERVISOR</b> _____	<b>PARTICIPATION DATES</b> FROM: _____ TO: _____ ____/____/____    ____/____/____ <b>JOB TITLE/DUTIES</b> _____  <b>TELEPHONE NO.</b> _____ _____ ( ) _____  <b>REASON FOR LEAVING</b> _____
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**EDUCATION**

CIRCLE HIGHEST GRADE COMPLETED: ELM 6 7 8      HIGH 9 10 11 12      COLLEGE 13 14 15 16 17 18 19

HIGH SCHOOL \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

COLLEGE OR UNIVERSITY: (List all whether or not degree was obtained)

NAME	LOCATION	MAJOR FIELD OF STUDY	MINOR FIELD OF STUDY	DEGREES	YEAR

\*ACADEMIC HONORS OR SPECIAL RECOGNITION \_\_\_\_\_

\*EXTRA CURRICULAR ACTIVITIES \_\_\_\_\_

\*OFFICES HELD \_\_\_\_\_

\*OTHER NIGHT SCHOOL, CORRESPONDENCE, HOME STUDY OR COURSES \_\_\_\_\_

\*DO YOU HAVE ANY OBJECTION TO CONTACTING YOUR PREVIOUS SCHOOLS? \_\_\_\_\_

\*YOU MAY OMIT THOSE WHICH INDICATE RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX OR AGE.

