EMPLOYMENT APPLICATION

(Please print neatly in ink)

NAME: ________________________________________________

POSITION APPLIED FOR: _____________________________________________

(You will only be considered for this position)

SITE APPLIED FOR:  

☐ New Castle  ☐ Wilson Graduate Center  

☐ Dover  ☐ Rehoboth Beach  

☐ Georgetown  ☐ Salem Community College  

☐ Middletown  ☐ Burlington County College  

☐ Dover (AFB)  ☐ Cumberland County College  

☐ Brandywine  ☐ Other ____________________

DATE: ___________________________

Wilmington University is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff to all postings. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, age, marital status or other characteristics protected by law.
PERSONAL INFORMATION

Name  
Last  First  Middle  
Social Security Number:  
Telephone No. (___)  
Address  
Number & Street  City  State  Zip Code  
How long have you resided at this address?  
Previous Address  
Number & Street  City  State  Zip Code  
Are you 18 years of age or older?  ☐ Yes  ☐ No  If no, how old are you?  
Under the Immigration Reform and Control Act of 1986, Wilmington University is required to verify employment eligibility. If employed, can you provide employment eligibility documents?  ☐ Yes  ☐ No  
NOTE: Wilmington University does not discriminate on the basis of citizenship or national origin.

EDUCATION AND TRAINING

<table>
<thead>
<tr>
<th>Name &amp; Location of School</th>
<th>Highest Level Completed</th>
<th>Degree Received</th>
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<tbody>
<tr>
<td>High School/GED</td>
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<tr>
<td>College/University</td>
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<tr>
<td>Graduate</td>
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What other education, training, or experience have you had that would enable you to perform the job for which you have applied? 

Other Schools or Specialized Training

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<tr>
<th>School</th>
<th>Address</th>
<th>Course of Study</th>
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EMPLOYMENT HISTORY

To be completed by all applicants. (A resume may be attached, but not in lieu of this section.)

Please provide a complete employment history, listing all positions held, including military, part-time, summer, and volunteer; use extra sheets if necessary.

MAY WE CONTACT YOUR CURRENT EMPLOYER? □ YES □ NO

(If no, please include a professional reference who may be contacted to verify your current employment.)

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<thead>
<tr>
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<th>Position/Department</th>
<th>Reason for Leaving</th>
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<tbody>
<tr>
<td>Street</td>
<td>Employment Dates</td>
<td>Final Pay Rate</td>
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<tr>
<td>From:</td>
<td>To:</td>
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<tr>
<td>City/State/Zip Code</td>
<td>Telephone Number</td>
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<td>Supervisor</td>
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MILITARY EXPERIENCE AND VOLUNTEER WORK

Have you served in the U.S. Armed Services? □ Yes □ No

What Branch? ________________

Date of Separation: ________________

Type of Discharge: ________________

Have you volunteered your time or talents? □ Yes □ No

Where? ________________

Briefly describe duties and skills acquired through military or volunteer service (include dates of participation):

_______________________________________________________________________________________________________________

_______________________________________________________________________________________________________________

PROFESSIONAL REFERENCES (People with whom you have worked are preferable. Please do not list relatives or individuals listed above.)

1. ___________________________  Home/Work / Cell (Circle one)
   Name  Street  City/State/Zip  Phone with Area Code

2. ___________________________  Home/Work / Cell (Circle one)
   Name  Street  City/State/Zip  Phone with Area Code

3. ___________________________  Home/Work / Cell (Circle one)
   Name  Street  City/State/Zip  Phone with Area Code

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Have you previously applied to Wilmington University?  □ Yes  □ No
If yes, give date and name of the site ____________________________

Are you currently or have you ever been employed by Wilmington University?  □ Yes  □ No  If yes, give position, employment date and name of the site ____________________________

Type of Employment:  □ Full-time  □ Part-time  □ Temporary  □ Other ____________________________

Shifts Available:  □ Day  □ Evening  □ Night  □ Any

Days Available:  □ Monday  □ Tuesday  □ Wednesday  □ Thursday  □ Friday  □ Saturday  □ Sunday
(You are not required to indicate the need for time off due to religious preference.)

When are you available to start work?  ____________________________

Do you have relatives employed by Wilmington University?  □ Yes  □ No
Name: __________________________________________________________  Department / Site: ____________________________

After reviewing the Job Description, can you perform the essential job functions of the job for which you are applying with or without a reasonable accommodation?  (You are not required to indicate if a reasonable accommodation is necessary)
□ Yes  □ No

Have you ever been convicted of a crime or violation other than a minor traffic infraction?  □ Yes  □ No
If yes, please list the date, crime, court or jurisdiction, and any specific details.
________________________________________________________________________________________________________

(A conviction record will not necessarily be a bar to employment. Factors such as job relation, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.)

Is additional information with respect to change of name, use of an assumed name or nickname necessary to verify your education or employment records?  □ Yes  □ No  (If yes, please provide the other name and the education and employment records which may be found under each name.) ____________________________

How did you hear about this position?  _________________________________________________________________________

APPLICANT'S STATEMENT

I authorize Wilmington University to verify the information I have provided on this application. I understand that any misstatement, omission, misleading, false or erroneous information given in my application or interview may result in the rejection of my application, the withdrawal of any offer of employment or the termination of my employment regardless of when the correct and/or truthful information is discovered. I authorize Wilmington University to perform a thorough investigation of my background and references and I release Wilmington University and all persons and entities, including my present employer, requesting or supplying information about my education, employment and activities, personal or otherwise. I understand that my employment is subject to the satisfactory completion of a background and reference check.

I agree, if necessary, to take a physical examination at the request of Wilmington University, at no personal expense to me, at any time after I am offered a position at Wilmington University. I acknowledge that any offer of employment or continued employment is contingent upon my satisfactorily completing the employment medical examination and/or inquiry, if required. My offer of employment may be revoked or my employment may be terminated if it is determined that I cannot perform the essential job functions of the position with or without a reasonable accommodation, or if providing a reasonable accommodation would impose an undue hardship on the university, or if my employment would pose a direct threat of substantial harm to myself or others.

I acknowledge that any employment with Wilmington University will be on a 90-day introductory basis. I acknowledge that if an offer of employment is made it may be withdrawn at any time, and that I have not been promised that, if hired, my employment with Wilmington University is certain to continue for any period of time. I understand that if employed by Wilmington University, both during and subsequent to my 90-day introductory period, I will be an employee at-will, which means that I can voluntarily end my employment or be terminated at any time without cause or notice. I understand that, other than a written agreement signed by the President of Wilmington University, any oral or written statements to the contrary are not valid, are expressly disavowed, and should not be relied upon by any prospective or existing employee.

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The security of all members of the campus community is of vital concern to Wilmington University. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Annual Security Report contains information for all Wilmington University sites regarding campus security programs, recommended personal safety practices, the authority of University Public safety Officers, campus disciplinary procedures, and campus crime statistics for the most recent three year period can be found online at wilmu.edu/security/2012-annual-security-report.pdf or a hard copy may be requested from the Wilmington University Department of University Safety at (302) 325-3333.

Date: ____________________________
Signature: ____________________________

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