



CCU Employment Application

Within the confines of its doctrinal position, CCU does not discriminate on the basis of race, color, age, gender, national or ethnic origin, or handicap (if otherwise qualifies) in employment, or in the administration of its admission policies, education programs, scholarship and loans program, and other school administered programs.

Applicant Data

Full Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Other Phone _____ Email _____

Date Available to Start _____ Salary Requirement _____

If you are under 18 and require a work permit, can you furnish one? Yes No

If no, please explain: _____

Have you ever worked for this company? Yes No If yes, when? _____

Are you a citizen of the United States? Yes No If no, do you have papers? Yes No

Type of employment desired: Part Time Full Time Temporary Seasonal

*Have you ever pled "guilty" or "no contest" to or been convicted of a crime? Yes No

*If yes, give dates and details: _____

**To ensure the safety and security of CCU, we will conduct criminal background checks on potential applicants. Employment offers will be subject to the outcome of the background checks.*

Education

High School _____ Address _____

of Years Completed: _____ Did you graduate? Yes No Degree _____

Major _____ GPA _____ Class Rank _____

College/University _____ Address _____

of Years Completed: _____ Did you graduate? Yes No Degree _____

Major _____ GPA _____ Class Rank _____

Other _____ Address _____

of Years Completed: _____ Did you graduate? Yes No Degree _____

Major _____ GPA _____ Class Rank _____

References

Please furnish the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed:

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Summarize Your Special Skills or Qualifications:

Previous Employment (begin with most recent position):

Date of employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm _____ Address _____

Phone _____ Supervisor _____ Title _____

Responsibilities _____

Starting Salary and Title _____ Ending Salary and Title _____

Reason for Leaving _____

May we contact this employer for reference? Yes No

Date of employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm _____ Address _____

Phone _____ Supervisor _____ Title _____

Responsibilities _____

Starting Salary and Title _____ Ending Salary and Title _____

Reason for Leaving _____

May we contact this employer for reference? Yes No

Date of employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm _____ Address _____

Phone _____ Supervisor _____ Title _____

Responsibilities _____

Starting Salary and Title _____ Ending Salary and Title _____

Reason for Leaving _____

May we contact this employer for reference? Yes No

Authorization to Release Information

As an applicant for a position with Cincinnati Christian University, I hereby authorize past employers, educational institutions, and references I provide to release information about my work and educational history for use in determining my qualifications for this position. This information may be provided either verbally or in writing.

Signature _____ Date _____

Verification

I understand that CCU follows an employment-at-will policy, in that I or CCU may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the United States, and must show the employer documents that will prove this if I am offered the job.

I understand that CCU will thoroughly investigate my work and personal history and verify all data given on the application, on related papers, and in interviews.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature _____ Date _____