



# Application For Employment

Please complete each section.

Position(s) Desired:		Date (mm/dd/yyyy):
Name (Last, First, Middle):		Salary Desired:
Present Address (No. & Street):		Preferred Contact Phone #:
City, State, Zip:	E-mail:	Alternate Contact Phone #:
Former Addresses (list for past seven years):		
Dates – From/To:		City, State:
From/To:		City, State:
Are you interested in being considered for: Full Time: <input type="checkbox"/> Part Time: <input type="checkbox"/>		When are you available for work: <input type="checkbox"/> Two weeks notice <input type="checkbox"/> Other (explain): <input type="checkbox"/> Immediately
Have you previously completed an application for employment here? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, date & position:		
Are you related to anyone employed by KU Endowment? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, state their name and relationship:		
How did you learn about this vacancy? <input type="checkbox"/> Print or Web Ad (Please identify): <input type="checkbox"/> KU Endowment staff member (identify): <input type="checkbox"/> KU Endowment website <input type="checkbox"/> Other:		
Are you legally eligible to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/> (If hired, you will be required to provide documentation to verify eligibility.)		
Have you ever been convicted of a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state when, where and the facts:		
<i>A criminal conviction may, but will not necessarily, be a bar to employment.</i>		
<b>Education</b>		
<b>Schools Attended</b> (Please list names and locations of each school attended.)		<b>Did you graduate?</b>
High School:		Yes <input type="checkbox"/> No <input type="checkbox"/>
College:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Degree:	Major:	Minor:
College:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Degree:	Major:	Minor:
Other (education, degree, certificate, professional accreditation):		

Prospective associates will receive consideration without discrimination because of race, creed, color, sex, age, religion, veteran status, national origin or ancestry, disability or other protected status.

**KU Endowment is a smoke free & drug free establishment.**

# Record of Employment

Please list, beginning with your current or most recent employment, all periods of employment and unemployment for the last 10 years.

**NOTE:** If more space is needed, please attach a separate sheet.

If currently employed, is your present employer aware you are seeking other employment? Yes  No

May we contact your present employer? Yes  No  If yes, name of person to contact:

Have you ever been employed under any name other than the name on this application? No  Yes  If so, please state name used and for which company so that we may verify the accuracy of the information provided.

<b>1</b>	Company Name:			Name of Supervisor:		
	Company Address:				Telephone:	
	City:		State:	Zip:	Employed: From: To:	
	Job Title:			<input type="checkbox"/> Full Time	Annual Salary:	
	Description of Duties:			<input type="checkbox"/> Part Time	Start: Last:	
					Reason for leaving:	
<b>2</b>	Company Name:			Name of Supervisor:		
	Company Address:				Telephone:	
	City:		State:	Zip:	Employed: From: To:	
	Job Title:			<input type="checkbox"/> Full Time	Annual Salary:	
	Description of Duties:			<input type="checkbox"/> Part Time	Start: Last:	
					Reason for leaving:	
<b>3</b>	Company Name:			Name of Supervisor:		
	Company Address:				Telephone:	
	City:		State:	Zip:	Employed: From: To:	
	Job Title:			<input type="checkbox"/> Full Time	Annual Salary:	
	Description of Duties:			<input type="checkbox"/> Part Time	Start: Last:	
					Reason for leaving:	
<b>4</b>	Company Name:			Name of Supervisor:		
	Company Address:				Telephone:	
	City:		State:	Zip:	Employed: From: To:	
	Job Title:			<input type="checkbox"/> Full Time	Annual Salary:	
	Description of Duties:			<input type="checkbox"/> Part Time	Start: Last:	
					Reason for leaving:	

## Record of Employment (continued)

<b>5</b>	Company Name:		Name of Supervisor:	
	Company Address:			Telephone:
	City:	State:	Zip:	Employed: From: To:
	Job Title:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Annual Salary: Start: Last:
	Description of Duties:			Reason for leaving:

## Other Business References

Please provide other business references who will discuss your work performance:

Name	Job title	Employer name	Telephone number
1.			
2.			
3.			

## Military Service and Status

Branch of Service:	Military Occupation Specialty:
Length of Active Duty: Date of Entry (mm/yyyy):	Date of Separation (mm/yyyy):
Rank at the Time of Separation:	
Name and contact information of former commanding officer who would provide reference:	

PLEASE NOTE: FINAL PROCESSING PRIOR TO EMPLOYMENT WILL REQUIRE REVIEW OF YOUR MILITARY DISCHARGE AND/OR DD FORM 214 (copy 4) – *A dishonorable or bad conduct discharge may, but will not necessarily, be a bar to employment.*

## Office and Computer Skills

	Name of software product(s) used	Level of experience	Year last used
Word processing	<input type="checkbox"/> Microsoft Word <input type="checkbox"/> Other:	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	
Spreadsheets	<input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Other:	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	
Databases	<input type="checkbox"/> Microsoft Access <input type="checkbox"/> Other:	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	
E-mail, electronic calendar and meeting organizer	<input type="checkbox"/> Microsoft Outlook <input type="checkbox"/> Other:	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	
Data entry	WPM speed:	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	
10-key calculator	10-key by touch: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	
Other		<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	

List any additional skills, expertise and experience that may be helpful in considering your application:

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## Applicant Comments

Please tell us why you are interested in working with KU Endowment and in the position for which you are applying:

**Applicant, please carefully read the following before signing the KU Endowment employment application.**

### **True and Complete Application**

I certify that my answers to the questions asked in this application are true and correct to the best of my knowledge and that I have not withheld any fact or circumstance which would, if disclosed, unfavorably affect my suitability for employment. I understand that if any of the information is found incorrect or incomplete, KU Endowment will reject my application or terminate my employment. I authorize KU Endowment to investigate all information submitted by me. I release from all liability KU Endowment and those supplying information regarding me to KU Endowment.

### **Investigation**

I authorize KU Endowment to investigate all statements and information contained in this application. I hereby give KU Endowment permission to review all public information regarding my application and to contact schools, references, and others to investigate my suitability for employment and I hereby release KU Endowment and any third party from any liability for providing such information. I acknowledge that should I be a finalist for a position, KU Endowment will require authorization to perform a background check.

### **Verification of Previous Employment**

I authorize all persons and companies I have listed, except for my present employer if so noted, to furnish any information regarding me, whether or not it is on the records, and hereby release them from all liability for damage of providing this information.

### **At-Will Employment**

I agree that any employment I might be offered by KU Endowment is at-will for an indefinite duration and that I or KU Endowment can terminate my employment at any time with or without notice for any or no reason. I will be an at-will employee for all purposes. Consistent with this paragraph, I agree that no present or future statement of KU Endowment benefits, policies or procedures creates any limitation on KU Endowment's right or on my right to terminate my employment at any time with or without notice for any or no reason.

Applicant's signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

**Print, sign and deliver to the KU Endowment Human Resources department.**