

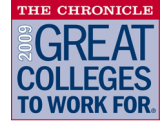


APPLICATION FOR EMPLOYMENT

Office of Human Resources
One Old Ferry Road
Bristol, Rhode Island 02809-2921

Date of Application: _____ / _____ / _____

Roger Williams University is an Equal Opportunity employer and provides equal opportunity for all qualified candidates without regard to race, color, age, religion, gender, national origin, disability, sexual orientation or any other legally protected class. The University is subject to the provisions of Chapters 29-38 of the Rhode Island Workers Compensation Law.



PERSONAL DATA *(Please print)*

NAME: _____
FIRST MIDDLE LAST

ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE: Home (_____) _____ Alternate # (_____) _____

EMAIL ADDRESS: _____

If necessary, may we contact you at work? Yes No

Best time to reach you at home? _____ AM PM

If you are under the age of 18, can you provide proof of your eligibility to work? Yes No

Have you submitted an application for employment with RWU before? If yes, when: _____ Yes No

Have you been employed with RWU before? If yes, when: _____ Yes No

Are you legally eligible for employment in this country? (Proof of citizenship or immigration status will be required upon employment) Yes No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)? Yes No

Have you ever been convicted of, or pled guilty or no contest to, a felony or misdemeanor? (Such conviction may be relevant if job related, but does not necessarily bar you from employment.) Yes No

If yes, please explain: _____

POSITION INFORMATION

Position(s) Applied For: _____

POSITION INFORMATION *Continued*

Referral Source: Newspaper Employee School Walk-In Agency
 Other _____

Source Name: _____

Type of Employment Desired (Check all that apply):
 Full Time Part Time Days Evening/Nights
 Regular Temporary

Salary Requirement: \$_____ per _____

Date available for work: _____ / _____ / _____

EMPLOYMENT HISTORY

Start with your most recent position and list the last 4 employers. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Please explain any gaps in employment or involuntary separations in detail under the Comments Section on the next page.

Present Employer: _____ City, State: _____

Telephone: (_____) _____ Reported to: _____

Position Title: _____ Dates Employed _____ / _____ / _____ to _____ / _____ / _____

Work Performed: _____

Reason For Leaving: _____ Ending Salary \$ _____

May we contact your present employer for a reference? YES NO

Employer: _____ City, State: _____

Telephone: (_____) _____ Reported to: _____

Position Title: _____ Dates Employed _____ / _____ / _____ to _____ / _____ / _____

Work Performed: _____

Reason For Leaving: _____ Ending Salary \$ _____

Employer: _____ City, State: _____

Telephone: (_____) _____ Reported to: _____

Position Title: _____ Dates Employed _____ / _____ / _____ to _____ / _____ / _____

Work Performed: _____

Reason For Leaving: _____ Ending Salary \$ _____

Employer: _____ City, State: _____

Telephone: (_____) _____ Reported to: _____

Position Title: _____ Dates Employed _____ / _____ / _____ to _____ / _____ / _____

Work Performed: _____

Reason For Leaving: _____ Ending Salary \$ _____

EMPLOYMENT HISTORY *Continued*

Please explain any gaps in employment: _____

Comments and explanation for any involuntary separations: _____

Professional, trade, business or civic activities and offices held: (You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status) _____

RECORD OF EDUCATION

Level of Education	School Name and Location	Major/Courses	Years Completed	Degree Diploma
High School - College Prep				
Undergraduate College or University				
Graduate Study				
Additional or Other Education				

Foreign Language Information

	Mastered	Fluent	Good	Fair	Comments
Speak					
Read					
Write					

Additional Skills and Qualifications:

Specialized Training/Apprenticeships _____

Computer Knowledge Software/System Names _____

US Military Experience _____

Specific Skills and Extra Curricular Activities _____

Other Qualifications (Specify) _____

Is there any additional information you would like considered? _____

REFERENCES

Complete names, addresses and telephone numbers of three professional references who are able to verify your qualifications for the position.

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: Home: (_____) _____ Work: (_____) _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: Home: (_____) _____ Work: (_____) _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: Home: (_____) _____ Work: (_____) _____

CLERY CRIME REPORT

The Roger Williams University Clery Crime Report includes statistics for the previous five years concerning reported crimes that occurred in campus; in certain off-campus buildings or property owned or controlled by Roger Williams University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Human Resources Department or by accessing the following website <http://www.rwu.edu> (click on "Administration," then "Public Safety Department," then "Clery Crime Report" on the right hand side of the page).

APPLICANT'S STATEMENT AND SIGNATURE

It is understood and agreed that any misstatement or omission made by me in this application or interview(s) will be sufficient cause for rejection or discharge from employment at Roger Williams University. I certify that answers given herein are true and complete. I authorize the University to conduct any investigation with respect to my application and release this University, my former employers and personal references from any liability from damage caused by giving or receiving information as to my employment or character. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. I further understand that from time to time personnel policies, benefits, and practices may be changed with or without notice. I have completed this application for the sole purpose of obtaining employment. Applications with extraneous information will automatically be rejected. Disabled applicants may call the Human Resources Department at 401-254-3028 in advance so reasonable accommodations may be made.

Applicant Signature _____ Date ____ / ____ / ____

Thank you for considering Roger Williams University as a future place of employment.