

Employment Application

Equal Opportunity Employer

828 E. 11th Ave. | Eugene, OR 97401

APPLICANT INFORMATION

Full Name				Date		
Address	City		State	ZIP		
Primary Phone #	Email					
Position applying for				Available start date		
Are you currently employed?	Yes	No	If so, may we contact your current employer?	Yes	No	
If hired, can you present proof of your legal right to live and work in this country?	Yes	No				
What is your motivation for wanting to work for Bushnell University?						

Do you have any friends or relatives working for Bushnell University? Yes No

If yes, state name(s) and relationship(s):

EDUCATION

List your attended schools and earned degrees. Attach a separate sheet if necessary. *Resume may substitute for this section.*

Name & Location of School	Degree & Major / Minor	Graduated?	
High School		Yes	No
College		Yes	No
College		Yes	No
College		Yes	No

ADDRESSES

List your previous home addresses over the last 10 years. Attach a separate sheet if necessary.

Residence Address	City	State	ZIP	# of Years at this address
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CURRENT AND FORMER EMPLOYERS

List previous three employers, beginning with current or most recent employer.

Name & Address of Employer	Position	Time in Position	Reason for Leaving
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REFERENCES

List three persons (not related to you) who have knowledge of your work performance within the last three years.

Reference Name	Relationship	Address	Phone Number	Years Acquainted
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SPECIAL SKILLS, CERTIFICATIONS, OR RESEARCH WORK

ORGANIZATIONS AND ACTIVITIES

Organization(s) you are a member of and/or activities you participate in (*exclude organizations that indicate race, creed, sex, age, marital status, color, or nation of origin*).

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby acknowledge that I have read, understand, and, if employed, agree to abide by the Theological Context for Bushnell Community Life (located under the Application Instructions section of the job posting on <http://www.bushnell.edu/careers>)

Initials I hereby authorize Bushnell University to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the University any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Bushnell University, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I understand that Bushnell University may also procure a nationwide criminal and sex offender background check.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the University. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the University, and that no promises or representations contrary to the foregoing are binding on the University unless made in writing and signed by me and the University's designated representative.

Applicant's Signature

Date

Revised 6/2021