



College of Law

## An Equal Opportunity Employer

Office of Human Resources, 1401 61<sup>st</sup> Street South, Gulfport, FL 33707  
Phone (727) 562-7345 Fax (727) 345-6258

## Application for Employment

Please answer all questions. Resumes are not accepted in lieu of completion of this application. This application was designed to be used for several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions.

LAST NAME:	FIRST NAME:	MIDDLE INITIAL:
CURRENT MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE NUMBER: (      )	OR EMAIL:	
POSITION APPLYING FOR:		

**(PLEASE PRINT)**

How did you learn about the position? ☐ Advertisement ☐ Friend ☐ Walk-in ☐ Recruiter ☐ Current employee ☐ Student  
☐ Other (please specify) \_\_\_\_\_

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

Have you ever submitted an application or applied with us before? ☐ Yes ☐ No

Have you ever been employed by Stetson before? *If yes, give dates of employment* ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

May we contact your previous employers? ☐ Yes ☐ No

Please identify any exceptions and reasons for not contacting your previous or present employer and the earliest date on which we may contact your current employer: \_\_\_\_\_

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment.

Can you, upon employment, submit documentation verifying your eligibility to work in the U.S.?

*Proof of citizenship or work eligibility will be required upon employment.* ☐ Yes ☐ No

Are you available to work? ☐ Full Time ☐ Part Time ☐ Night Shift ☐ Temporary

Can you work overtime if required? ☐ Yes ☐ No

Are there any hours, shifts or days you will not work? ☐ Yes ☐ No

*If yes, please list:* \_\_\_\_\_

Do you have transportation to work? ☐ Yes ☐ No

Are you currently on "Lay-Off" status and subject to recall? ☐ Yes ☐ No

To permit a check of your work and educational records, have you ever used any other name?

*If yes, please identify names and relevant dates:* ☐ Yes ☐ No

Have you been convicted of, found guilty of or entered into a plea or pretrial diversion type agreement (regardless of adjudication) for violating any federal, state, or municipal law, other than a minor traffic violation?

*Answering yes will not automatically disqualify an applicant from employment.* ☐ Yes ☐ No

(Cont'd)If yes, please explain: \_\_\_\_\_

Have you ever been subject to discipline with regard to your professional license, certification, professional designation, etc., or have you ever had a license, certification, professional designation, or ability to practice any aspect of your profession, etc. suspended, revoked, cancelled, etc. in any state or country? ☐ Yes ☐ No  
If yes, please explain: \_\_\_\_\_

Have you ever been dismissed or forced to resign from any employment or had a paid or unpaid suspension? ☐ Yes ☐ No  
If yes, please explain: \_\_\_\_\_

## Employment Experience

Account for all time periods including **unemployment**, **self employment**, and **military service**. List the most recent job first. Attach additional sheet(s) if necessary. **All prior employment must be disclosed.**

1. Employer		Dates Employed		Work Performed:
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor	\$	\$	
Reason for leaving				
2. Employer		Dates Employed		Work Performed:
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor	\$	\$	
Reason for leaving				
3. Employer		Dates Employed		Work Performed:
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor	\$	\$	
Reason for leaving				

4. Employer		Dates Employed		Work Performed:
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor	\$	\$	
Reason for leaving				

Military

Are you a veteran of the U.S. military service? ☐Yes ☐No

If yes, what branch of service? \_\_\_\_\_

Beginning date and ending date of active duty:

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Rank: \_\_\_\_\_

Month/Year                      Month/Year

Date of Discharge from military service: \_\_\_\_\_

Have you ever been subject to military disciplinary action as part of any military service? ☐Yes ☐No

*If yes, please explain:* \_\_\_\_\_

Education

High School Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No      If no, please circle the highest grade completed:   9   10   11   12 School Name: _____ City & State: _____				
If not High School Graduate, do you have a General Education (GED) and passed test? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Institute's Name: _____ City & State: _____				
<b>College or University (most recent first)</b>				
<b>Name and Location</b>	<b>Major or Subject</b>	<b>Graduate</b>	<b>Degree</b>	<b>Awards and/or Honors</b>
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Occupation License, Certificate or Registration:</b>		<b>Number:</b>	<b>Where Issued:</b>	<b>Expiration Date:</b>
<b>Occupation License, Certificate or Registration:</b>		<b>Number:</b>	<b>Where Issued:</b>	<b>Expiration Date:</b>
<b>Skills and Qualifications:</b> <i>(Summarize special job-related skills and qualifications acquired from employment of other experience. You may exclude skills which would reveal race, sex, color, religion, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity/expression, genetic information, or other protected status or characteristic.)</i>				
<b>List professional, trade, business, or civic activities and office(s) held:</b> <i>(You may exclude memberships which would reveal race, sex, color, religion, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity/expression, genetic information, or other protected status or characteristic.)</i>				

# References

Give **name, address, and telephone number** of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Do you have any friends or relatives who work at Stetson?

☐ Yes ☐ No

*If yes, list below and state their relationship to you.*

1. \_\_\_\_\_
2. \_\_\_\_\_

**NOTICE TO APPLICANTS:** This employer complies with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination. All information will be kept confidential and in separate files.

**Notice of Campus Security Act** A copy of the annual Campus Security (Clery) Act report is available at no charge from the Public Safety Department. To receive a copy, call (727) 562-7801, or visit Stetson's web site at [www.law.stetson.edu](http://www.law.stetson.edu)

## APPLICANT'S STATEMENT

In processing your application for employment, a consumer report may be ordered. I certify that the answers given above are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give the Employer permission to contact schools, current and previous employers, references, and others, and hereby release the Employer from any liability as a result of such contact. I understand that misrepresentations, omissions of facts or incomplete information requested in this application or during the hiring process may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application or during the hiring process will be cause for dismissal at any time regardless of when discovered without any previous notice.

Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. And of course, employees may elect to leave on their own accord to seek other jobs.

I understand that my employment with the Employer is for no specific term and may be terminated by me or the Employer with or without notice or cause at any time. I further understand that no oral promise, Employer policy, custom, business practice or other procedure constitutes an employment contract or modification of the at-will employment relationship between me and the Employer.

The contents of employee handbooks or personnel manuals, as well as other Employer policies and practices, are subject to change or modification by the Employer, solely at its discretion, without notice. I also understand that no supervisor or other official of the Employer (except its Chief Executive Officer, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

We conduct our business with a high degree of safety and efficiency. Because of this, the Employer may require applicants for employment to undergo blood and/or urinalysis or other screening for drug or alcohol use as part of a pre-placement physical examination. In addition, all employees of the Employer are subject to blood and/or urinalysis or other screening for drug or alcohol use.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

***Stetson University College of Law is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, sex, color, religion, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity/expression, genetic information, or other protected status or characteristic.***