

NEWPORT INTERNATIONAL UNIVERSITY

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

Applications are considered for open positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, or the presence of a disability.

PLEASE PRINT

Name (Last, First, Middle):		Application date:	
Have you ever been employed under a different name? If so, please state name(s):		Email Address:	
Mailing Address:	City:	State:	Zip:
Mobile Phone: Home Phone: Work Phone:	Social Security Number:	Are you legally eligible for employment in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position Applying For:	Status Desired: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Have you ever been convicted of a crime other than a minor traffic violation, served jail sentence or period of probation subject to a plea bargain agreement, or a court order of adjudication withheld? Yes <input type="checkbox"/> No <input type="checkbox"/>			

EDUCATION

Institutions Attended:	Dates Attended	Major	Minor	Degree Received

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EMPLOYMENT EXPERIENCE

Start with your present or most recent job

Employer:	Date Employed		Responsibilities:
	From	To	
Address:			
Supervisor, Title & Phone Number:	Salary		
	Starting	Final	
May we contact this employer?			
Reason for Leaving:			

Employer:	Date Employed		Responsibilities:
	From	To	
Address:			
Supervisor, Title & Phone Number:	Salary		
	Starting	Final	
May we contact this employer?			
Reason for Leaving:			

Employer:	Date Employed		Responsibilities:
	From	To	
Address:			
Supervisor, Title & Phone Number:	Salary		
	Starting	Final	
May we contact this employer?			
Reason for Leaving:			

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SPECIAL SKILLS AND EXPERIENCE

Administrative Experience:

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PROFESSIONAL/PERSONAL REFERENCES

List people other than relatives or former employers

Name & Occupation	Address	Phone Number

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AGREEMENT

1. I certify that all information provided herein is true and complete to the best of my knowledge.
2. I understand that any false statements or omission of information in this application may be sufficient cause for disqualifying my application from consideration or, if hired, for discharge.
3. I hereby authorize Newport International University to verify all statements contained in this application, and to contact all references, employers (except as limited by me herein), or any other persons or agencies having information at its disposal pertaining to any criminal conviction record on me. I hereby release Newport International University and any law enforcement agency, judicial officer, or other individual from any liability arising from disclosure of said information.
4. The contents of any faculty handbook or personnel manuals, as well as other University policies and practices, are subject to change or modification by the University. I also understand that no supervisor or other official of the University (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.
5. This application will remain active for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days should reapply. Application needing accommodations due to disability in connection with applying for a position should contact the Human Resources Department at (818) 356-4742.

I certify that I have read, understand, and agree with all items listed above.

X

Date _____

Applicant's Signature

X

Date _____

NIU HR