

# Employment Application



Date:

Name:

Address:

State/Province:

Zip/Postal Code:

WVU ID Number:

Home Phone:

Cell Phone:

MIX Email Address:

Date of Birth:

Positions Applied for:

Class Rank:

WVU Conference and Event Scheduling  
M-67 Brooke Tower ERC - PO Box 6430  
Morgantown, WV  
26506  
Phone: 304-293-2790  
Fax: 304-293-3369  
www.conferences.wvu.edu

## Education

| Type of School               | Name of School and Complete Mailing Address | No. Years Completed | Major or Degree |
|------------------------------|---|---------------------|-----------------|
| High School                  |   |                     |                 |
| College Bus. or Trade School |   |                     |                 |
| Professional School          |   |                     |                 |
| Other                        |   |                     |                 |

Have you ever been convicted of a crime:  yes  no

If yes, please explain

Do you have a drivers license?  yes  no

State of issue:

Continue on the next page

# Previous Employment (list up to 3)

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:  To:

Salary:

From:  To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:  To:

Salary:

From:  To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

**Skills:**

**Typing:**

**Computer:**  PC  Mac  Both

**Applications (list all that apply):**

**Other Skills:**

**Please list 2 references other than relatives and previous employers**

|           |  |  |
|-----------|--|--|
| Name      |  |  |
| Position  |  |  |
| Company   |  |  |
| Telephone |  |  |

**Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:**

Signature:

Date: