



**Staff Employment Application**

Date \_\_\_\_\_

Full Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Last First MI

Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 No. Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe: \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

What type of position are you seeking? Part-time \_\_\_\_\_ Full-time \_\_\_\_\_

If your application is considered favorably, on what date would you be available for work? \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

*North Carolina Wesleyan College is an equal opportunity employer and does not discriminate on the basis of race, color, national or ethnic origin, age, sex, religious denomination, or disabilities in the administration of its admission and educational policies, scholarships, loan programs, athletics, employment practices or any other college-administered program. You may view the College's annual fire and security report concerning reported crimes and fires that occurred on campus the previous three years and on public property within, or immediately adjacent to and accessible from the campus or are under the campus control. The report also includes institutional policies concerning campus security and jurisdiction, policies concerning alcohol and drug use, crime prevention, safety, the reporting of crimes, sexual assault and other matters. You will find the Fire and Safety Report at [www.ncwc.edu/security-and-fire-report](http://www.ncwc.edu/security-and-fire-report) on the College's web site or you can obtain a copy by contacting the Director of Security at 252-985-5585 and requesting one.*  
**Title IX Coordinator Contact:** Jason Modlin, Ed.D., Dean of Students/Title IX Coordinator, 111 Hardees Student Union  
[jmodlin@ncwc.edu](mailto:jmodlin@ncwc.edu), 252.985.5404

**RECORD OF EDUCATION**

School Name	School Address	Course of Study	Last Year Completed	Did You Graduate	List Diploma or Degree
High School					
College					
Other (specify)					

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**LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT**

Name and Address of Company	From Mo. Yr.	To Mo. Yr.	Describe Job Responsibilities	Starting Salary	Ending Salary
Type of Business:	May we contact?	Yes / No	Supervisor Name:	Phone:	

Reason For Leaving:

Name and Address of Company	From Mo. Yr.	To Mo. Yr.	Describe Job Responsibilities	Starting Salary	Ending Salary
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Reason For Leaving:

**REFERENCES (Do Not Use Relatives)**

Name and Occupation	Address	Phone Number

**Please READ and SIGN Below:**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that falsified or incomplete statements on this application shall be grounds for disqualification from further consideration or for dismissal from employment if hired. I authorize investigation of all statements contained herein and the references listed above to give North Carolina Wesleyan College any and all information concerning my education and previous employment and any pertinent information they may have, and I release all parties from all liability for any damage that may result from furnishing same to the College. I further agree to conform to the rules and regulations of North Carolina Wesleyan College. I understand that North Carolina Wesleyan College is an employer “*at will*” and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of the College or myself. I also acknowledge that as a condition of employment, North Carolina Wesleyan College may or will conduct a criminal background check on my behalf.

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Signature of Applicant