WestVirginiaUniversity
Division of Human Resources

Employment Application

Thank you for your interest in West Virginia University!

DIRECTIONS TO APPLY FOR CLASSIFIED EMPLOYMENT AND MOUNTAINEER TEMP/SRMOUNTAINEER TEMP POSITIONS ONLY

1. Complete and submit the employment application. You are encouraged to submit a cover letter and resume to support your candidacy for employment.

2. Your application will remain active for (1) year from the date it is received with our office.

3. Once you have submitted your application, use the convenient Position Interest Form (PIF) to apply for opportunities.

4. Mail your credentials to PO Box 6640, Morgantown, WV 26506-6640 or visit our offices on the second floor of One Waterfront Place, (304) 293-5700 – or our office at Health Sciences Center North G111 B, PO Box 9028, Morgantown, WV 26506-9028, (304) 293-4103. Our office hours are 8:15 a.m. to 5:00 p.m., Monday through Friday except University holidays.

Note: If you are currently employed at WVU and have not completed your six-month probationary period, you must submit a probation waiver to Human Resources from your current supervisor prior to being considered for promotion or transfer. The waiver must be provided to HR along with your PIF or application and submitted prior to the closing date of the position.

Current Employees: Should you obtain employment with WVU and wish to apply for another position at a later date, you **must complete** a new application reflecting your current employment status with the university.

DIRECTIONS TO APPLY FOR NON-CLASSIFIED POSITIONS ONLY

1. Complete this employment application and carefully follow the application instructions listed in the job posting. You are encouraged to submit a cover letter and resume as well as other supporting documents to assist us in the review of your candidacy.

2. For instructions on how to submit your credentials for non-classified vacancies, visit the HR website at **http://jobsbulletin.wvu.edu/jbsearch.cfm** for further instruction. Each position has specific department instructions which need to be followed.

oneWVU - West Virginia University is an affirmative action/equal employment opportunity institution and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran status. Minorities, persons with disabilities, and females are encouraged to apply.

Individuals who need an accommodation in the application and/or interviewing process are encouraged to contact us by telephone at (304) 293-5700 or (304) 293-2319 (TTY).
For more information visit our website at **http://jobs.wvu.edu**.

West Virginia University
Division of Human Resources

One Waterfront Place
PO Box 6640
Morgantown, West Virginia 26506-6640
(304) 293-5700
http://jobs.wvu.edu

Office Hours:
Monday–Friday,
8:15 a.m.–5 p.m.

Employment Application

Please check one:

Current Status

☐ **Internal Applicant** (Currently employed by WVU as full-time or part-time classified or non-classified, FE/AP, Faculty benefits-eligible employee)

☐ **External Applicant** (Casual worker, former employee, Mountaineer Temps, Research Corp., seasonal worker, student worker, WVU Hospitals, WVU retiree, or not employed by WVU)

Have you ever been employed by West Virginia University? ☐ Yes ☐ No

Are you a current Mountaineer Temp? ☐ Yes ☐ No

Are you enrolled in the Dual Career Program? ☐ Yes ☐ No

Available to work:

☐ Day ☐ Afternoon ☐ Midnight ☐ Weekends ☐ No preference

Name: _____ (Last) _____ (First) _____ (Middle)

Street Address: _____ (Street) _____ (City) _____ (State) _____ (Zip Code)

Telephone: _____ (Home) _____ (Alternate) **E-mail:** _____

For the purposes of verifying past work record and educational history, have you used another name? If yes, please provide first and last name and middle initial.

Name: _____ (Last) _____ (First) _____ (Middle)

Are you interested in temporary employment? ☐ Yes ☐ No

Please indicate the areas you are interested in:

☐ Administrative/Professional Support
☐ Financial/Accounting Support
☐ Office Support
☐ Information Technology Support
☐ Laboratory/Research Support
☐ Service/Craft/Maintenance/Custodial/Dining Support

Do you wish to receive Job Alerts? ☐ Automated Telephone ☐ E-mail ☐ Both ☐ I do not wish to receive Job Alerts

Are you 18 years of age or older? ☐ Yes ☐ No

Federal law requires that all males between the ages of 18 and 25 must register for the Military Selective Service. If applicable, have you registered with the Selective Service? ☐ Yes ☐ No ☐ Exempt

The Immigration Reform and Control Act (IRCA) requires that all employers verify the identity and work authorization of all newly hired employees, whether or not they are U.S. citizens. Please be advised that West Virginia University **does not** sponsor classified employees for work visas. We may, however, sponsor individuals for other classifications.

Will you be legally authorized to work in the U.S. for WVU at the time of employment? ☐ Yes ☐ No
Will you now, or in the future, require visa sponsorship for employment at WVU? ☐ Yes ☐ No
Is your visa status employer specific? ☐ Yes ☐ No

U.S. Military Record: Branch: _____

Duties: _____

Only applicants applying for a position in which they will operate a vehicle for WVU are required to provide the following information:

Do you possess a current and valid driver's license? ☐ Yes ☐ No

Driver's License Number: _____ State: _____

Class: _____ Endorsements: _____ Expires: _____

West Virginia University is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran status.

Employment History

Note - Statements such as “see resume” or “see my position description” do not substitute for completing any portion of the application; however, a cover letter and resume will aid in our review of your qualifications. List your present or most recent position first. If you have held more than one position with any employer, list each position held. You may also include unpaid volunteer and student employment experience. If you need additional space, attach additional pages.

May we contact your current employer for reference purposes? ☐ Yes ☐ No

If No, why? _____

Current Position: _____ Ending Salary: $ _____

Dates of Employment: From: _____ To: _____ Part-time Hours per Week: _____ Full-time Hours per Week: _____

Employer: _____ Department: _____

Immediate Supervisor: _____ Title: _____

Address: _____

Telephone Number: (____) _____ Extension: _____

Job Duties: _____

_____

Reason for Leaving: _____

Previous Position: _____ Ending Salary: $ _____

Dates of Employment: From: _____ To: _____ Part-time Hours per Week: _____ Full-time Hours per Week: _____

Employer: _____ Department: _____

Immediate Supervisor: _____ Title: _____

Address: _____

Telephone Number: (____) _____ Extension: _____

Job Duties: _____

_____

Reason for Leaving: _____

Previous Position: _____ Ending Salary: $ _____

Dates of Employment: From: _____ To: _____ Part-time Hours per Week: _____ Full-time Hours per Week: _____

Employer: _____ Department: _____

Immediate Supervisor: _____ Title: _____

Address: _____

Telephone Number: (____) _____ Extension: _____

Job Duties: _____

_____

Reason for Leaving: _____

Employment History

Continued

Previous Position: _____ Ending Salary: $ _____

Dates of Employment: From: _____ To: _____ Part-time Hours per Week: _____ Full-time Hours per Week: _____

Employer: _____ Department: _____

Immediate Supervisor: _____ Title: _____

Address: _____

Telephone Number: (____) _____ Extension: _____

Job Duties: _____

_____

Reason for Leaving: _____

Previous Position: _____ Ending Salary: $ _____

Dates of Employment: From: _____ To: _____ Part-time Hours per Week: _____ Full-time Hours per Week: _____

Employer: _____ Department: _____

Immediate Supervisor: _____ Title: _____

Address: _____

Telephone Number: (____) _____ Extension: _____

Job Duties: _____

_____

Reason for Leaving: _____

Previous Position: _____ Ending Salary: $ _____

Dates of Employment: From: _____ To: _____ Part-time Hours per Week: _____ Full-time Hours per Week: _____

Employer: _____ Department: _____

Immediate Supervisor: _____ Title: _____

Address: _____

Telephone Number: (____) _____ Extension: _____

Job Duties: _____

_____

Reason for Leaving: _____

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance? ☐ Yes ☐ No If yes, please explain.

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Education / Training

Please complete the following:

Name of School and Address	Course of Study	Did You Graduate?	Degree or Diploma Received
High School (City) (State)		☐ Yes ☐ No ☐ GED ____ Number of Years Completed	
Business/Trade/Technical/International (City) (State)		☐ Yes ☐ No ____ Number of Credit Hours Completed ____ Number of Years Completed	
College/University (City) (State)		☐ Yes ☐ No ____ Number of Credit Hours Completed ____ Number of Years Completed	
Graduate School (City) (State)		☐ Yes ☐ No ____ Number of Credit Hours Completed ____ Number of Years Completed	
Professional School (City) (State)		☐ Yes ☐ No ____ Number of Credit Hours Completed ____ Number of Years Completed	

Additional Training: List training courses including military training, computer skills, seminars/workshops, and continuing education.

List all licenses, certificates, or other authorizations to practice a trade or profession.

Type of License	License Number	Expiration Date & State	Granted By (Licensing Board)

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Name: _____ _____ _____
Please Print (Last) (First) (Middle)

Certification Statement

1. **I certify that the statements made by me in this application, and/or attached credentials and documents are true, complete and accurate to the best of my knowledge. I understand that any material misrepresentation or omission from this application may be grounds for rejection of my application or termination of subsequent employment with West Virginia University.**
2. At WVU, we are concerned about our employees' health and safety. We support the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. Federal and State laws and WVU policies prohibit the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace or reporting to work under the influence of a controlled substance. I agree to abide by these requirements if employed by WVU.
3. I understand, as a condition of employment, applicants for safety sensitive positions, including those covered under the Department of Transportation Drug and Alcohol Program, will be required to undergo and pass drug and/or alcohol testing prior to employment and, if hired, will be subject to drug and/or alcohol testing throughout their period of employment. Certain positions may be subject to ongoing medical monitoring.
4. I hereby authorize WVU and/or its agents to make an independent investigation of my background, references, past employment, education, criminal or police records, driver history check, credit history check, including those maintained by both public and private organizations and all public records, for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment. In addition, I hereby authorize my current and former employer(s) to release information pertaining to my work record, my work habits, and my work performance while in their employ and any school (college, university, vocational/trade, and/or high school) to release my official records to WVU per WVU's request. I release WVU, its employees and agents, and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above.
5. By filing this application, I waive any and all rights that I may have to review employment reference information obtained as part of the hiring process.
6. I understand and agree that all electronic documents and other submissions become the property of WVU.
7. I further understand that any final offer of employment must be confirmed by WVU in writing.
8. I understand that any final offer for employment may be contingent upon my satisfactory completion of a job-related medical examination. I consent to undergo any such medical examination, including all tests and procedures considered useful by WVU in evaluating my suitability for employment.
9. I agree to return any WVU property upon termination of my employment, and to comply with all rules, regulations, policies and procedures of WVU as they may be amended from time-to-time.
10. I hereby agree to be bound by WVU Intellectual Property policy and/or practices.

WVU conducts a Background Check and Drug Screen for all applicable positions.

Please sign and date your application to complete the application process. Thank you.

_____ _____
(Signature) (Date)

West Virginia University
Division of Human Resources

Please check one:

Current Status

☐ **Internal Applicant**
(Currently employed by WVU as full-time or part-time classified or non-classified FE/AP, Faculty benefits-eligible employee)

☐ **External Applicant**
(Casual worker, former employee, Mountaineer Temps, Research Corp., seasonal worker, student worker, WVU Hospitals, or not employed by WVU)

Have you ever been employed by West Virginia University? ☐ Yes ☐ No

Classified or Senior/Mountaineer Temp Employment Only

Position Interest Form

Name: _____ (Last) _____ (First) _____ (Middle)

Telephone: _____ (Home) _____ (Alternate) **E-mail:** _____

Instructions for Classified or Senior/Mountaineer Temp Employment:

- To apply for a position, you must have a complete West Virginia University Employment Application on file within the last year, which can be attained at **http://jobs.wvu.edu**.
- Please submit a Position Interest Form for each position for which you seek consideration.
- If you are currently employed at West Virginia University and have not completed your six month probationary period, please submit a waiver from your current supervisor in order to be considered for a new position. The waiver must be provided to HR along with your PIF or application and submitted prior to the closing date of the position.
- Should you obtain employment with WVU and wish to apply for another position at a later date, you **must complete** a new application reflecting your current employment status with the university.

WVU conducts a Background Check and Drug Screen for all applicable positions.

I wish to apply for the following position:

Position Title: _____

Position Number: _____

Department: _____

Only applicants applying for a position in which they will operate a vehicle for WVU are required to provide the following information:

Do you possess a current and valid driver's license? ☐ Yes ☐ No

Driver's License Number: _____ State: _____

Class: _____ Endorsements: _____ Expires: _____

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Applicant Self-Identification

West Virginia University would appreciate your assistance in completing the information requested on this form. This information will be used to assess the effectiveness of WVU's Affirmative Action Plan and in meeting compliance obligations under state and federal law. Completion of this form is voluntary. Thank you!

Name: _____ _____ _____
(Last) (First) (Middle)

☐ Male ☐ Female

RACE/ETHNIC CATEGORY:

Are you Hispanic or Latino? SELECT ONE.

☐ No, not Hispanic or Latino

☐ Yes, Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

What is your race? SELECT ONE OR MORE.

☐ *American Indian or Alaska Native.* A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

☐ *Asian.* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ *Black or African American.* A person having origins in any of the Black racial groups of Africa.

☐ *Native Hawaiian or Other Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ *White.* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

I AM A U.S. VETERAN: ***SELECT ONE.***

☐ Yes

☐ No