



**Toppenish, WA 98948**

**APPLICATION FOR EMPLOYMENT**

**Please return the application in person or by mail to:**

**Heritage University  
Human Resource Administrator  
3240 Fort Rd.  
Toppenish, WA 98948  
(509) 865-8667**

Name

Last

First  
(Please type or print.)

Middle

**Personal Information**

Today's Date	Name (Last, First, Middle)	Preferred Name (if applicable)		Are you age 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address (Street)	(Apt. No.)	(City)	(State)	(Zip Code)
If hired, can you provide proof of right to legally work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				Position Applied For:
What date are you available to begin working?	Social Security Number	Home Phone No.	Daytime Phone No.	E-mail Address

**Educational Background**

Indicate the highest level of education you have completed.	<input type="checkbox"/> Less than high school	<input type="checkbox"/> 2 year college	<input type="checkbox"/> Some graduate school	<input type="checkbox"/> Post-Doctorate		
	<input type="checkbox"/> HS Grad	<input type="checkbox"/> Technical school	<input type="checkbox"/> Master's degree	<input type="checkbox"/> MD, DDS, JD		
	<input type="checkbox"/> Some College	<input type="checkbox"/> Bachelor's degree	<input type="checkbox"/> Doctorate			
Name of Trade or Business School, College, University or Professional School	No. of months attended	No. of credits earned	Type of credits (sem./qtr.)	Type of degree/certificate earned	Major	Minor
Name	Location					
Language abilities, other than English: Read: _____ Write: _____ Speak: _____						

**Work Experience**

Starting with your present or most recent employer, list all work experience relevant to the positions for which you are applying. Employers will be contacted if you are being seriously considered for a position.						
Present or last employer			Address		City	State
Your supervisor's name			Your supervisor's phone number			
Dates employed (mo./yr.) From: _____ To: _____		Total no. months Employed	Job Title			
Reason for leaving:			Salary:			
Job duties/accomplishments						
Second last employer			Address		City	State
Your supervisor's name			Your supervisor's phone number			
Dates employed (mo./yr.) From: _____ To: _____		Total no. months Employed	Job Title			
Reason for leaving:			Salary:			

Job duties/accomplishments		
Third last employer		Address State City
Your supervisor's name		Your supervisor's phone number
Dates employed (mo./yr.) From:                      To:	Total no. months Employed	Job Title
Reason for leaving:		Salary:
Job duties/accomplishments		

### Additional Information

Please use the space below to further describe your relevant skills, training, and experience, including length of time. Providing this additional information is extremely valuable in the selection process. If it does not apply to you, please indicate with **N/A**.

Administrative and computer skills and experience (such as data bases, word processing, data entry, spreadsheets/graphs/charts, desktop publishing, internet, e-mail, medical terminology, legal terminology, technical/statistical/scientific typing, correspondence/manuscript editing, bookkeeping/accounting, etc.)

Supervisory/Managerial skills and experience (such as hiring, firing, disciplining, evaluating performance, rewarding, training, assigning work, directing work, reviewing work, etc.)

Professional skills and experience (such as formal related coursework, publications, administration of grants/contracts, budget maintenance, data gathering, report writing, statistical analysis, public relations, etc.)

Scientific/Laboratory skills and experience (such as scientific coursework, lab techniques, lab equipment, etc.)

Have you ever been convicted, released or pled no contest to any felony offense in the last 7 years? YES \_\_\_\_\_ NO \_\_\_\_\_  
A conviction record will not necessarily disqualify you for employment. Each case is considered on its own merits. If YES, indicate the nature of offense, date, court and disposition.

### Read and sign

To the best of my knowledge, the information included in this application is accurate and true. I understand that misrepresentation or omission of facts in connection with my application may be sufficient cause, in and of itself, for dismissal whenever discovered. I authorize Heritage University to investigate my past relevant employment and/or education history. I authorize Heritage University to investigate my background, including a criminal background investigation. I also authorize any persons, companies, corporations and/or education facilities with whom I have been associated to furnish Heritage University with any information concerning my employment and educational background which they may have on record.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Heritage University's interest, nor will I become engaged in such activity or business if employed.

If employed in consideration of my employment, I agree that my employment and compensation may be terminated in accordance with Heritage University policy. I understand that no contract terms are final until approved by the President.

If employed, I further agree that if Heritage University advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any University property, the University is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Date: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Heritage University is an Equal Opportunity Employer and does not unlawfully discriminate on the basis for race, sex, age, color, religion, national origin, marital status, veteran status, disability status or any other basis prohibited by Federal, State or local law.

Smoking is not allowed in any campus building.