

HUMAN RESOURCES OFFICE
West Virginia University at Parkersburg
300 Campus Drive
Parkersburg, WV 26104

POSITION INTEREST FORM

Human Resources cannot process this form unless we have a complete application on file. To apply for a position you must have submitted an Application for Employment to the Human Resources Office. You must complete a separate Position Interest Form for each vacant position for which you wish to apply. The Position Interest Form must be received by the Human Resources Office no later than 4:00 p.m. on the closing date of the vacancy.

It is your responsibility to provide sufficient written documentation to the Department of Human Resources supporting your qualifications for each specific position. If you obtain regular employment at WVU at Parkersburg or change positions within the University, you should complete a new application. If you have not completed your six-month probationary period in your current WVUP position, you must submit a probation waiver, signed by your supervisor, before you can be considered for a new position. Some positions require satisfactory results from a drug/alcohol test or background check before a final job offer can be made.

CHECK ONE:

- Internal Applicant** (Currently employed by WVUP as a full-time or part-time regular employee)
 External Applicant (Not employed by WVUP, temporary, or student worker)

NAME: _____
(Last) (First) (Middle)

HOME TELEPHONE #: _____

WORK TELEPHONE #: _____ Extension: _____

E-MAIL ADDRESS: _____

DRIVER'S LICENSE #: _____ State: _____

I WISH TO APPLY FOR THE FOLLOWING POSITION (A Position Interest Form is required for each vacancy):

POSITION TITLE APPLYING FOR: _____

POSITION #: _____ DEPARTMENT: _____

SIGNATURE: _____ Date: ____ / ____ / ____

West Virginia University at Parkersburg
APPLICATION FOR EMPLOYMENT

NAME: (Last) _____ (First) _____ (Middle) _____
ANY OTHER NAMES USED: _____
STREET ADDRESS: _____ (P.O. Box) _____
(City) _____ (State) _____ (Zip Code) _____
TELEPHONE: (Home) (_____) _____ (Business) (_____) _____
(E-mail) _____

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 at Parkersburg **does not** sponsor classified staff for work visas.

Will you be legally authorized to work in the U.S., specifically for West Virginia University at Parkersburg, at the time of employment? Yes No

Are you 18 years of age or older? Yes No

Federal law requires that all males between the ages of 18 and 26 must register for the Military Selective Service. If you are a male between the ages of 18 and 26, have you registered with the Selective Service? Yes No

Type of work you will accept: Full-time Part-time Either Date available for work: ___/___/___

Available to work: Day Evening Weekends No preference Parkersburg Ripley

Type of work desired: Support Staff Administrative/Professional Instructional (Discipline: _____)

List your salary requirement: \$ _____ annually. Will you accept less pay? Yes No

Some positions may require you to drive. Please complete this section.

Do you possess a valid driver's license? Yes No Driver's License #: _____ State: _____
Class: _____ Endorsements: _____ / _____

MILITARY RECORD: Please provide a copy of military form DD214

Branch: _____ Active Duty Dates: From ___/___/___ To ___/___/___
Duties: _____
_____ Discharge Date: ___/___/___

West Virginia University at Parkersburg

EMPLOYMENT HISTORY:

This section must be completed. Statements such as “see resume” or “see my position description” do not substitute for completing any portion of the application. List your present or most recent position FIRST. If you have held more than one position with any employer, list separately each position held. If applicable, include unpaid volunteer experience. Please note that a final offer of employment may depend upon verification of education, skills, employment history, and/or a background check. If you need additional space, photocopy or print the next page.

If you have you ever been employed at West Virginia University at Parkersburg, include in employment history.

Position: _____		Ending Salary: \$ _____	
Dates of Employment:	From: _____/_____/_____	To: _____/_____/_____	Hrs./Week: _____
Employer: _____	Department: _____		
Supervisor: _____	Title: _____		
Address: _____			
Telephone Number: (_____) _____	Extension: _____		
Job Duties: _____			

Reason for leaving: _____			
May we contact your present employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Position: _____		Ending Salary: \$ _____	
Dates of Employment:	From: _____/_____/_____	To: _____/_____/_____	Hrs./Week: _____
Employer: _____	Department: _____		
Supervisor: _____	Title: _____		
Address: _____			
Telephone Number: (_____) _____	Extension: _____		
Job Duties: _____			

Reason for leaving: _____			

West Virginia University at Parkersburg

Position: _____ Ending Salary: \$ _____
Dates of Employment: From: ____/____/____ To: ____/____/____ Hrs./Week: ____
Employer: _____ Department: _____
Supervisor: _____ Title: _____
Address: _____
Telephone Number: (____) _____ Extension: _____
Job Duties: _____

Reason for leaving: _____

Position: _____ Ending Salary: \$ _____
Dates of Employment: From: ____/____/____ To: ____/____/____ Hrs./Week: ____
Employer: _____ Department: _____
Supervisor: _____ Title: _____
Address: _____
Telephone Number: (____) _____ Extension: _____
Job Duties: _____

Reason for leaving: _____

Position: _____ Ending Salary: \$ _____
Dates of Employment: From: ____/____/____ To: ____/____/____ Hrs./Week: ____
Employer: _____ Department: _____
Supervisor: _____ Title: _____
Address: _____
Telephone Number: (____) _____ Extension: _____
Job Duties: _____

Reason for leaving: _____

West Virginia University at Parkersburg

PROFESSIONAL AND EMPLOYMENT REFERENCES: (List at least three other individuals who are acquainted with your academic, professional or employment background.)

Name	Profession/Business	Address	Telephone Number	Number of Years Known

EDUCATION/TRAINING (Check the highest number of years of education you have completed.)

Grade School/High School												GED	Vocational Training				College				Graduate School				
1	2	3	4	5	6	7	8	9	10	11	12		13	14	15	16	13	14	15	16	17	18	19	20	21+
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Complete the following section if you are a college graduate or have college credits from a college or university, or have credit hours from a business or vocational school. **Attach a photocopy of all college transcripts.**

Name, Address & Phone Number of School	Degree or Certificate & Date Received	(1) Major (2) Minor	Total Hrs. Completed (1) Semester Hrs. (2) Quarter Hrs.
College or University _____ _____ _____	_____ _____ _____ (Month / Year)	(1) _____ (2) _____	(1) _____ (2) _____
College or University _____ _____ _____	_____ _____ _____ (Month / Year)	(1) _____ (2) _____	(1) _____ (2) _____
Business/Vocational School _____ _____ _____	_____ _____ _____ (Month / Year)	(1) _____ (2) _____	(1) _____ (2) _____

List training courses including military training, seminars/workshops, and specialized training (i.e., medical terminology, supervisory skills, etc.). List specific computer training courses and experiences including any software programs utilized.

List all licenses, certificates, or other authorizations to practice a trade or profession. A copy may be requested.

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

CONVICTIONS OR PLEAS

PLEASE NOTE:

The question on this application regarding any convictions or pleas (of guilty or no contest) pertains to **ANY** felony or **ANY** misdemeanor convictions. You should list **ALL** offenses including, but not limited to, driving under the influence (DUI), reckless driving, driving while license is revoked or suspended, worthless check, sex related offenses, shoplifting, and **ALL** other misdemeanors and felonies.

If you are in doubt, we suggest you list it on the application. Having a conviction will not necessarily bar you from employment.

If you have any questions about this, please call (304) 424-8212.

Have you ever been convicted or pled guilty or no contest to a crime (including DUI) other than a routine traffic violation?

Yes No (A conviction will not necessarily prevent you from being employed.)

If Yes, please explain: (Include type of offense, dates(s) of conviction(s), where convicted – city/state.)

TERMINATIONS / DISCHARGES / FORCED RESIGNATIONS

Have you ever been discharged or forced to resign from any job (including the military)? Include situations where you resigned to avoid being discharged.

Yes No

If yes, please explain.

CERTIFICATION STATEMENT

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge. I understand that any material misrepresentation or omission from the application may be grounds for rejection of my application or termination of subsequent employment with the University. I understand and agree that any employee handbook I may receive will not constitute an employee contract, but will be merely a gratuitous statement of West Virginia University at Parkersburg's current policies.

I hereby authorize West Virginia University at Parkersburg and/or its agents to make an independent investigation of my background, references, past employment, education, criminal or police records, 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, 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, or vocational/trade) to release my official records to West Virginia University at Parkersburg per WVUP's request.

I release West Virginia University at Parkersburg, 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 regards to the information obtained from any and all of the above.

At West Virginia University at Parkersburg 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 University 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 at Parkersburg.

By filing this application, I waive any and all rights that I may have to review background information including references for employment obtained as part of the hiring process.

YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE IF THIS NOTICE IS NOT SIGNED AND DATED.

The following is my true and complete legal name:

Please print: FULL NAME: _____
OTHER NAMES USED: _____
PRESENT ADDRESS: _____
FORMER ADDRESS: _____

(Signature) Date: _____

APPLICANT SELF-IDENTIFICATION

West Virginia University at Parkersburg appreciates your assistance in completing the information requested on this form. This information will be used to assess the effectiveness of WVU at Parkersburg's Affirmative Action Plan and in meeting compliance obligations under state and federal law. Completion of the form is voluntary and will not be used in the evaluation of applications. This information will be stored in a file separate from your application.

<p>Position Applied For: _____</p> <p>Name: _____</p> <p>Date: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female</p>

RACE/ETHNIC CATEGORY [Please choose only ONE]:

- White (All persons having origins in any of the original peoples of Europe, North Africa, the Middle East).
- Black (All persons having origins in any of the black racial groups).
- Hispanic (All persons of Mexican, Puerto Rican, Cuban, Central or South American, or Spanish culture or origin, regardless of race).
- Asian or Pacific Islander (All persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa).
- American Indian or Alaskan Native (All persons having origin in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition).

HOW DID YOU LEARN OF THIS VACANCY?

- WVU Parkersburg job announcement. Where? _____
- Newspaper advertisement. Name of publication _____
- Professional journal announcement. Name of publication _____
- Referred by an employment agency or placement office. Name _____
- Encouraged by a friend or relative. Name _____
- Encouraged by a present or former WVUP employee.
Name _____
- Referred by a training center (high school, technical trade, college, etc.) Name _____
- Called Human Resources Department.
- Other, explain: _____