

Thank you for your interest in WVU Parkersburg. **Applications will *only* be accepted via apply@wvup.edu.** A final offer of employment is contingent upon the receipt of an acceptable criminal background investigation. In addition, some positions also require satisfactory results from a drug and alcohol screening.

HOW TO APPLY

MINIMUM QUALIFICATIONS: Applicants must meet all of the minimum qualifications identified in the position posting to be considered for employment. Refer to the Education Experience and License/Certification(s) as applicable.

DOWNLOAD: If you qualify by meeting the minimum requirements for Education, Experience, and any License/Certification(s), please download the current Application for Employment to your computer. *Prior versions or modified versions of our application will not be accepted.* The Application for Employment must be submitted on the current form.

SAVE: Once you have completed the current fillable Application for Employment in Adobe, it is a good idea to save it as the position number identified in the heading of the job posting.

EMAIL: Compose an email to apply@wvup.edu and attach your completed current Application for Employment by the deadline date of the vacancy.

- If the posted job position requires a degree, attach a scanned copy of your unofficial college transcripts. Please note they must be scanned since they are password protected when they are emailed to you from a college/university.
- You are welcome to attach other supporting documentation, but this is optional and not a requirement. If you need to clarify how you meet the required minimum qualification of the position, you should include a resume/CV and/or a qualification letter to explain your qualifications.

CHECK YOUR EMAIL: You will receive an auto generated confirmation email to the sending address once your email is successfully received at apply@wvup.edu.

- All further communications from the HRO will be sent to the email address indicated within your application.

All applicants will be advised of the final outcome via email from apply@wvup.edu

WVU PARKERSBURG APPLICATION FOR EMPLOYMENT

I WISH TO APPLY FOR THE FOLLOWING POSITION:

POSITION TITLE: _____ POSITION #: _____

SUBMITTED BY: _____ DATE: _____

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

ANY OTHER NAMES USED: _____

STREET ADDRESS: _____ (P.O. Box) _____

(City) _____ (State) _____ (Zip Code) _____

TELEPHONE 1: _____ TELEPHONE 2: _____

EMAIL: _____

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 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 Not Applicable

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 each position held separately. If applicable, include unpaid volunteer experience. **If you have you ever been employed at West Virginia University at Parkersburg, include in employment history.** If you need additional space, photocopy or print the next page.

Please note that a final offer of employment may depend upon verification of education, skills, employment history, and/or a background check.

Position: _____	
Employment Dates: From: ____/____/____	To: ____/____/____ Hours per Week: _____
Employer: _____	Department: _____
Supervisor: _____	Title: _____
Address: _____	
Telephone Number: _____	Email Address: _____
Job Duties: _____ _____	
Reason for leaving: _____	
May we contact your present employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Position: _____	
Employment Dates: From: ____/____/____	To: ____/____/____ Hours per Week: _____
Employer: _____	Department: _____
Supervisor: _____	Title: _____
Address: _____	
Telephone Number: _____	Email Address: _____
Job Duties: _____ _____	
Reason for leaving: _____	

Position: _____

Employment Dates: From: ____/____/____ To: ____/____/____ Hours per Week: _____

Employer: _____ Department: _____

Supervisor: _____ Title: _____

Address: _____

Telephone Number: _____ Email Address: _____

Job Duties: _____

Reason for leaving: _____

Position: _____

Employment Dates: From: ____/____/____ To: ____/____/____ Hours per Week: _____

Employer: _____ Department: _____

Supervisor: _____ Title: _____

Address: _____

Telephone Number: _____ Email Address: _____

Job Duties: _____

Reason for leaving: _____

Position: _____

Employment Dates: From: ____/____/____ To: ____/____/____ Hours per Week: _____

Employer: _____ Department: _____

Supervisor: _____ Title: _____

Address: _____

Telephone Number: _____ Email Address: _____

Job Duties: _____

Reason for leaving: _____

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)

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.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. Inquiries regarding nondiscrimination policies may be directed to: Debbie Richards, Executive Director, Policy & Compliance, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.

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 for employment or termination of subsequent employment with the institution. 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 institutional 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 West Virginia University at Parkersburg.

By filing this application for employment, 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.

The following is my true and complete legal name:

FULL NAME: _____

OTHER NAMES USED: _____

PRESENT ADDRESS: _____

FORMER ADDRESS: _____

(Signature or Typed Name)

(Date)

Pre-Offer Invitation to Self-Identify:

Name: _____ Date: _____

Position Title Applying For: _____ Position #: _____

Personal and Confidential

This page contains sensitive information, store in secure "Affirmative Action Forms" files, separately from application.

WEST VIRGINIA UNIVERSITY AT PARKERSBURG (WVUP) is a Federal contractor and an **Equal Opportunity Employer**. WVUP is subject to Executive Order 11246, which requires government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. In addition, we are subject to Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment protected veterans. In order to comply with these laws, WVUP invites applicants to voluntarily self-identify their gender, race/ethnicity and protected veteran status. WVUP does not discriminate on the basis of race, religion, color, sex, age, protected veteran status, non-disqualifying physical or mental disability, national origin, genetic information, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Check one of the following:

- I choose not to self-identify
- Female
- Male

Check one of the following race/ethnic groups:

- I choose not to self-identify
- American Indian or Alaska Native (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)
- White (Not Hispanic or Latino)

Check one of the following:

- I choose not to self-identify
- I am not a protected veteran.
- I identify as one or more of the classifications of protected veterans

How did you learn of this vacancy?

- Called Human Resources Department
- Encouraged by a friend or relative. Name: _____
- Encouraged by a present or former WVU-P employee. Name: _____
- Newspaper advertisement. Name of publication: _____
- Online advertisement. Site: _____
- Professional journal announcement. Name of publication: _____
- Went directly to the WVUP website without seeing any other advertisement.
- Other, explain: _____