

# Thank you for your interest in WVU Parkersburg!

## HOW TO APPLY:

Attach your completed WVU Parkersburg (WVUP) Application for Employment to [apply@wvup.edu](mailto:apply@wvup.edu).

- 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 also attach your current CV/resume, cover letter, and any other supporting documents.

## CHECK YOUR EMAIL:

- All communications from the Human Resources office will be sent to the email address indicated within your application via email from [apply@wvup.edu](mailto:apply@wvup.edu).
- A final offer of employment is contingent upon reference checks and an acceptable criminal background investigation.
  - In addition, some positions also require satisfactory results from a drug and alcohol screening.
- There is a six-month probationary period in WVUP staff positions.

## WVU PARKERSBURG APPLICATION FOR EMPLOYMENT

I WISH TO APPLY FOR THE FOLLOWING POSITION:

POSITION TITLE: \_\_\_\_\_ POSITION #: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE 1: \_\_\_\_\_ TELEPHONE 2: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

The Immigration Reform and Control Act (IRCA) requires that all employers verify the identity and work authorization of all newly hired employees, whether they are U.S. citizens.

**Please be advised that WVUP does not sponsor work visas.**

Will you be legally authorized to work in the U.S., specifically for WVUP, 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

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 below.

## **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 WVUP's current policies.

I hereby authorize WVUP 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 WVUP per WVUP's request.

I release WVUP, its employees and agents, and any person or entity which provides information pursuant to this authorization, from all liabilities, claims, or lawsuits regarding the information obtained from all of the above.

At WVUP 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 WVUP.

By filing this application for employment, I waive 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:

---

Typed complete legal name and date

## Offer Invitation to Self-Identify:

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

Position Title Applying For: \_\_\_\_\_ Position #: \_\_\_\_\_

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 for civil rights enforcement. When reported, data will not identify any specific individual.

---

### Check one of the following races/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
- ☐ Female
- ☐ Male

### Check one of the following:

- ☐ I choose not to self-identify
- ☐ I am a veteran
- ☐ I am not a veteran

### 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: \_\_\_\_\_

WVUP is an Equal Opportunity/Affirmative Action institution and does not discriminate based on 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 based on 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: Mary Bentz, Executive Director, Human Resources & Compliance, 304-424-8212, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.

## 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/university, or have credit hours from a business or vocational school.

Name of School	Degree or Certificate & Date Received	(1) Major (2) Minor	Total Hrs. Completed

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)

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


## EMPLOYMENT HISTORY:

This section must be completed. Statements such as “see resume” do not substitute for completing any portion of the application.

- List your current 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 will depend upon verification of education, skills, employment history, and a background check.

Current Position: \_\_\_\_\_

Employment Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Employer: \_\_\_\_\_ Department: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Previous Position: \_\_\_\_\_

Employment Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Employer: \_\_\_\_\_ Department: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Previous Position: \_\_\_\_\_

Employment Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Employer: \_\_\_\_\_ Department: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Previous Position: \_\_\_\_\_

Employment Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Employer: \_\_\_\_\_ Department: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Previous Position: \_\_\_\_\_

Employment Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Employer: \_\_\_\_\_ Department: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_