

Employment Application

Thank you for your interest in positions at Potomac State College of 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. Mail your credentials to Potomac State College of WVU, ATTN: Applications, 101 Fort Avenue, Keyser, WV 26726 or visit our office on the main floor of the Administration Building, Room 101, (304) 788-6827. Our office hours are 8:00 a.m.-5:00 p.m., Monday through Friday except University holidays.

Note: If you are currently employed at WVU or Potomac State College of 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.

Should you obtain employment with WVU, including Potomac State College of 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://jobbulletin.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. WVU has been designated as a Veterans' Friendly Institution.

Individuals who need an accommodation in the application and/or interviewing process are encouraged to contact us by telephone at (304) 788-6827. For more information visit our website at http://www.potomacstatecollege.edu/about/job_opportunities.html.

101 Fort Avenue
 Keyser, West Virginia 26726
 (304) 788-6827
http://www.potomacstatecollege.edu/about/job_opportunities.html

Office Hours:
 Monday–Friday,
 8:00 a.m.– 5:00 p.m.

Please check one:

Current Status

- | | |
|--|--|
| <input type="checkbox"/> Internal Applicant
(Currently employed by WVU; including PSC, as full-time or part-time classified or non-classified FE/AP, faculty benefits-eligible employee) | <input type="checkbox"/> External Applicant
(Casual worker, former employee, Mountaineer Temps, Research Corp., seasonal worker, student worker, WVU Hospitals, WVU retiree, or not employed by WVU) |
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Have you ever been employed by WVU or PSC? Yes No

Are you a current Mountaineer Temp? Yes No

Available to work:

- Day Afternoon Midnight Weekends No preference

Employment Application

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:

<input type="checkbox"/> Administrative/Professional Support	<input type="checkbox"/> Information Technology Support
<input type="checkbox"/> Financial/Accounting Support	<input type="checkbox"/> Laboratory/Research Support
<input type="checkbox"/> Office Support	<input type="checkbox"/> Service/Craft/Maintenance/Custodial/Dining Support

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: _____

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 the application process. List your present or most recent position first. If you have held more than one position with any employer, list each position held. If applicable, include unpaid volunteer 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:	_____		

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)	_____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED Number of Years Completed _____	_____ _____
Business/Trade/Technical/International _____ _____ (City) (State)	_____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Number of Credit Hours Completed _____ Number of Years Completed _____	_____ _____
College/University _____ _____ (City) (State)	_____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Number of Credit Hours Completed _____ Number of Years Completed _____	_____ _____
Graduate School _____ _____ (City) (State)	_____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Number of Credit Hours Completed _____ Number of Years Completed _____	_____ _____
Professional School _____ _____ (City) (State)	_____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

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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)

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

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, any moving and/or speeding violation, worthless check, sex-related offenses, shoplifting, property damage and all other misdemeanors and felonies. (A conviction will not necessarily prevent you from being employed.)

Have you ever been convicted or pled guilty to or entered a plea of no contest to any felony or misdemeanor in any municipal, state or federal court including court martial?

Yes No If yes, please explain: (Include type of offense, date(s) of conviction(s) or pleas, where convicted – court and city/state)

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

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.

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

 (Signature)

 (Date)

Applicant Self-Identification

West Virginia University appreciates 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. All information is confidential and will not be submitted to the hiring department.

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.