



INSTRUCTIONS:

Answer all questions and fill in the form boxes.
Carefully read page 4 acknowledgement, then electronically sign and date.
Email to HR@cui.edu along with cover letter and resume in PDF format.

CUI does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex or age. We are a Christian education institution operated by the Lutheran Church-Missouri Synod. In compliance with Title VII of the Civil Rights Act of 1964, CUI reserves the right to give preference in employment based on religion. It is our desire to build an employee community of individuals who are currently actively living out their Christian faith.

PERSONAL DATA

Name: _____ Best Phone # _____
Last First M. I.

Current Address: _____
Street Address City State Zipcode

Email:

Religious Affiliation: _____

Current place of worship and pastor of your congregation: _____

Have you previously been employed by CUI?

If yes, when and under what name? _____

Have you ever previously applied to CUI for employment?

If yes, give date, position applied for, and under what name: _____

Do you have relatives employed by CUI?

If yes, give name(s): _____

Are you a citizen of the United States or do you have valid authorization to work in the United States?

CONNECTION TO CUI

How did you hear about this position?

WORK PREFERENCE and BACKGROUND INFORMATION

Position(s) applying for: _____

(Note: If applying for more than one position, please include a tailored cover letter for each position, but only ONE application.)

Full-time Part-time Salary Desired: _____ Date available for work: _____

Do you have any pending arrests or have you ever been convicted of a crime or pleaded "no contest" to any offense or violation other than minor traffic violations? *(Note: convictions are not an automatic bar to employment.)*

If yes, explain (1) nature of crime (2) date of conviction (3) state in which convicted:

Do you have any pending criminal charges against you? *(Note: pending charges are not an automatic bar to employment.)*

If yes, explain (1) nature of charges (2) date issued (3) county & state where issued:

SPECIAL SKILLS

Please indicate your experience level with the following: (B = beginner, I = Intermediate, A = Advanced) Leave blank if no experience.

Gmail	MS Outlook	MS Word	MS Excel	PowerPoint	Access	Banner
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Select one: Select one: Select one: Select one: Select one: Select one: Select one:

Yrs Exp: Yrs Exp: Yrs Exp: Yrs Exp: Yrs Exp: Yrs Exp: Yrs Exp:

List any other relevant skills and experience level (e.g., languages, hobbies, training):

EDUCATION

School Name/Location	Yrs. Attended	Graduation Date	Diploma/Degree	Major Subject
High School	FOR HIGH SCHOOL ONLY: PLEASE LEAVE THESE SECTIONS BLANK			
City/State				
Business/Trade School				
City/State				
College/University				
City/State				
College/University				
City/State				

PROFESSIONAL REFERENCES (please no relatives or personal friends)

Name and Email Address	Best Phone #	Affiliation	Length of Acquaintance
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

EMPLOYMENT HISTORY

Please list your employment starting with the most recent first. List military service, if applicable, as part of your employment record.

Most Recent Employer: Are you currently working for this employer? If yes, may we contact?

Employer Name _____ Telephone _____

Address _____

Job Title _____

Name of Immediate Supervisor/Manager

Employed From _____ to _____ Beginning Salary _____ Ending Salary _____ Full-time Part-time

Reason for leaving _____

May we contact?

Employer Name _____ Telephone _____

Address _____

Job Title _____

Name of Immediate Supervisor/Manager

Employed From _____ to _____ Beginning Salary _____ Ending Salary _____ Full-time Part-time

Reason for leaving _____

May we contact?

Employer Name _____ Telephone _____

Address _____

Job Title _____

Name of Immediate Supervisor/Manager

Employed From _____ to _____ Beginning Salary _____ Ending Salary _____ Full-time Part-time

Reason for leaving _____

May we contact?

Employer Name _____ Telephone _____

Address _____

Job Title _____

Name of Immediate Supervisor/Manager

Employed From _____ to _____ Beginning Salary _____ Ending Salary _____ Full-time Part-time

Reason for leaving _____

Acknowledgment of Understanding Authorization and Release

CUI and Title VII:

Concordia University does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age or disability. Concordia University Irvine is a Christian educational institution operated by The Lutheran Church-Missouri Synod and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion. In addition, I understand that all employees of Concordia University are expected to respect the official teachings of the Christian faith and to pursue lifestyles that are morally in harmony with Scripture.

CUI is At-Will Employer:

It is understood that this application is not an obligation to provide employment. The application will be kept for three months; however, if a candidate desires to apply for a different posted position at Concordia University, an additional application must be completed and submitted to the Human Resources offices. I understand that Concordia University is an at-will employer and if hired, the length of my employment is not guaranteed. I further understand that I will be free to quit at any time, with or without cause, and Concordia University is free to terminate my employment at any time, with or without cause. Concordia University has the right, exercisable at any time, and without notice, to change wages, to change or eliminate benefits and policies, as well as to terminate, with or without cause, the employment relationship. I understand that no manager or representative of Concordia University, other than those so designated by the Executive Vice President for the University, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

Verification Authorization:

I voluntarily and knowingly authorize Concordia University, and /or its agents, to verify any aspect of the information contained in my employment application or through public or private sources. I further understand that any misrepresentations or omissions in my employment application may be cause for rejection or subsequent dismissal if I am hired. Medical and workers' compensation will only be requested in compliance with the Federal Americans with Disabilities Act (ADA). I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release to you or your agents any and all information concerning, but limited to, performance evaluation and reports, job descriptions, disciplinary reports, letters of reprimand and opinions regarding my suitability for employment possessed by it.

Claims Release:

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless Concordia University, its agents, and any former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incidental to the disclosure or release of any such information to Concordia University, or its agents.

Verification of Information:

I agree that I have read and understand the above acknowledgments and agreements and recognize all of the above as conditions of employment. I hereby certify that the statements made in this employment application are true and complete, to the best of my knowledge, and I authorize investigation of those statements. I understand that falsification, misrepresentation or omission of facts will be sufficient cause for elimination of any consideration for employment, or cause for dismissal from Concordia University after employment.

e-Signature:

Date: