



Office of Human Resources
275 Eastland Road
Berea, OH 44017-2088
Phone 440-826-2220
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www.bw.edu

APPLICATION for EMPLOYMENT

Transforming Lives

Baldwin Wallace University
is an academic community
committed to the
liberal arts and sciences
as the foundation
for lifelong learning.

The University fulfills
this mission through a
rigorous academic program
that is characterized by
excellence in teaching
and learning within a
challenging, supportive
environment that enhances
students' intellectual
and spiritual growth.

Baldwin Wallace assists
students in their preparation
to become contributing,
compassionate citizens
of an increasingly global
society and encourages
their pursuit of personal and
professional excellence.

*The Mission Statement
of Baldwin Wallace University*

*Baldwin Wallace University is an
equal opportunity employer and
does not discriminate because of
race, creed, age, disabilities,
national origin, gender or sexual
orientation.*

NAME _____ Soc. Sec. ____/____/____
Last First M.I.

ADDRESS _____ Telephone _____
Street City State Zip (Include Area Code)

In case of emergency, notify _____ Work Phone _____

Address _____ Home Phone _____

POSITION DESIRED: 1. _____ 2. _____
Full Time _____ Part Time _____

Part-Time Applicants: Since you have applied for part-time work, please type in the number of days
you can work, between 1 and 7:

How many hours can you work? _____

EDUCATION:

High School _____ Graduate? Degree/Course/Work
Address _____ Yes ___ No ___

College: _____ Graduate? Degree/Course/Work
Address _____ Yes ___ No ___

SPECIAL SKILLS:

Have you ever been employed at Baldwin Wallace University? Yes ___ No ___ If yes, please complete the
section below.

Name of Supervisor _____ Department _____ From / To _____

Are you related to a current employee of Baldwin Wallace? Yes ___ No ___ If yes, who?

Name _____ Department _____

Are you authorized to accept employment in the United States? Yes ___ No ___ If no, please explain:

Have you been convicted of a felony within the last ten years? Yes___ No___ If yes, please explain:

EMPLOYMENT EXPERIENCE:

(List most current or present employer first.)

From Date: _____ To: _____

Employer: _____

Phone number: _____

Address: _____

Position: _____

Supervisor: _____

Reason for leaving: _____

From Date: _____ To: _____

Employer: _____

Phone number: _____

Address: _____

Position: _____

Supervisor: _____

Reason for leaving: _____

From Date: _____ To: _____

Employer: _____

Phone number: _____

Address: _____

Position: _____

Supervisor: _____

Reason for leaving: _____

REFERENCES:

(Do not include relatives or former employers)

Name	Present Address	Occupation	Phone Number
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is understood that employment is predicated on the truthfulness of statements made in this application, including satisfactory proof of authorization to work in the United States and a favorable report of references, all of which Baldwin Wallace University is hereby authorized to verify. Any false statements, misrepresentations or failure to disclose significant information on this application may result in dismissal.

Signature

Date

APPLICANT NOT TO WRITE BELOW THIS LINE

Comments of Interviewers: