



**Employment History:**

List ALL relevant employment history starting with the most current position held, including any volunteer experience or experience obtained in military service. Please explain gaps in employment. You may attach a resume, but you must complete the employment section in its entirety. Failure to answer all items in the following section may eliminate you from further consideration. An additional sheet is available on the last page of the Employment Application if you need extra space.

Most Recent Employer	Title	Dates Employed From: _____ To: _____
Address	Telephone	Salary Starting: _____ Final: _____
Name and Title of Supervisor	Reason for Leaving	May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your duties in detail		

Employer	Title	Dates Employed From: _____ To: _____
Address	Telephone	Salary Starting: _____ Final: _____
Name and Title of Supervisor	Reason for Leaving	May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your duties in detail		

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**Professional References:** (Please list three people that can attest to your skills and abilities relating to the position applied for)

Name and Occupation	Address	Phone Number Email Address
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**PLEASE READ CAREFULLY AND SIGN** – I certify that all information I have provided on this application is true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would affect this application unfavorably. I understand that the willful omission of pertinent material facts or falsification of any information in this application is grounds for refusal to hire me or termination without notice.

I understand and agree that neither this document nor any offer of employment from Central Methodist University constitutes an employment contract unless a specific document to that effect is executed in writing. If an employment relationship is established, I understand that both Central Methodist University and I may terminate my employment at any time for any reason. For all purposes, I will be an “at-will” employee. The “at-will” status can be changed only by a written agreement signed by the President. No employee, manager or other agent of the University has the authority to enter into any agreement, oral, written or otherwise, which alters the at-will policy.

I authorize Central Methodist University to make such investigations and inquiries of my personal, employment, financial, driving, or criminal history and other matters related to verifying information on this application as may be necessary in arriving at an employment decision. I hereby release Central Methodist University, employers, schools, or persons from all liability in responding to inquiries in connection with my application.

**Applicant’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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