

# EMPLOYMENT APPLICATION

The Marshall University Foundation Inc.

519 John Marshall Drive, Huntington, West Virginia 25703

The Marshall University Foundation Inc. is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, sex, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state, or federal laws.

Position Applied For

Date of Application

Applicants please note: This application will be considered current for six months. If you want to be considered for employment after this period, you must complete and submit a new application.

Last Name

First Name

Middle Name

Address

City

State

Zip

Telephone

901 Number

Email

Are you legally eligible to work in the United States? Yes  No

(Proof of eligibility will be required upon offer of employment.)

Are you over the age of 18 years? Yes  No

(If NO, you may be required to provide authorization.)

Have you ever worked for The Marshall University Foundation Inc. before? Yes  No

If YES, please give date. \_\_\_\_\_ to \_\_\_\_\_

Have you ever been charged with or convicted of a felony? Yes  No

If YES, state the nature of offense, when, and disposition.

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*(Please note that the requested information will not necessarily result in your application being rejected)*

What salary or rate of pay do you expect to receive, if employed? \_\_\_\_\_ per \_\_\_\_\_.

On what date would you be available to work? \_\_\_\_\_

### EDUCATION

	Name & Location of School	Course of Study or Major	Number Of Years Completed	Diploma/ Degree
High School				
College				
Graduate				
Other				

Please list any academic honors, scholarships, offices held, etc. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

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### SPECIALIZED SKILLS AND TRAINING

Identify computer systems and software you are proficient with:

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List professional licenses and/or certifications:\_\_\_\_\_

Other specialized skills/training:\_\_\_\_\_

Have you received any job-related training in the United States Military?

Yes  No

Please give dates and explanation:

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## EMPLOYMENT HISTORY

*Begin with current or most recent employer. Do not exclude any employment. Attach another sheet if necessary.*

Present and Former Employers	Dates Employed	Salary Range	Position & Duties	Reason for Leaving
Name _____ _____ Address _____ _____ Supervisor's Name _____ Phone _____ _____	From	Starting		
	To	Ending		
Name _____ _____ Address _____ _____ Supervisor's Name _____ Phone _____ _____	From	Starting		
	To	Ending		
Name _____ _____ Address _____ _____ Supervisor's Name _____ Phone _____ _____	From	Starting		
	To	Ending		

May we contact your current employer? Yes  No

Please explain any gaps in employment history. \_\_\_\_\_

Have you ever been terminated or asked to resign from a job? Yes  No

If YES, please explain below:

\_\_\_\_\_

Please provide any other information that you feel will help us in considering your application for employment.

\_\_\_\_\_

Current Class (please check one)

Freshman  Sophomore  Junior  Senior

Hours completed \_\_\_\_\_ GPA \_\_\_\_\_ Major \_\_\_\_\_

Please answer the following job specific questions:

1. What are your strengths and how would they be helpful in communicating with our alumni?
2. Why did you choose to attend Marshall University?
3. From your perspective, what are Marshall's strengths and weaknesses?
4. Why do you think it is important for Alumni to provide financial support to the University?
5. What activities/clubs/organizations are you involved in at Marshall?

**Please provide three references other than relatives and previous employers. Please include name, how you are acquainted and phone number.**

Shift for the Call Center will be Sunday 2pm - 5pm and Monday thru Thursday 6pm - 9pm. Please mark what days you are available to work below:

Sunday    Monday    Tuesday    Wednesday    Thursday