

# APPLICATION FOR EMPLOYMENT FINLANDIA UNIVERSITY TRIO UPWARD BOUND SUMMER PROGRAM

What position(s) would you like to be considered for? \_\_\_\_\_

**PLEASE PRINT:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle Initial

Are you legally eligible to work in the United States?  Yes  No  
 Do you currently possess a valid driver's license?  Yes  No  
 Are you at least 18 years of age?  Yes  No  
 I am currently enrolled Full Time in college or  
 have obtained my 4-year degree  Yes  No

Email address: \_\_\_\_\_

Local Address: \_\_\_\_\_  
#, Street, Apt. # City State Zip

Daytime Phone: ( ) - ext. Evening/Cell Phone: ( )

Permanent Address: \_\_\_\_\_  
#, Street, Apt. # City State Zip

Have you ever been convicted of a misdemeanor or a felony? *Convictions do not automatically disqualify applicants from positions*  
 Yes No If yes, please explain \_\_\_\_\_

***(PLEASE INDICATE WHICH ADDRESS TO SEND YOUR W-2 AND ANY FINAL CHECKS TO)***

## EDUCATION

High School: \_\_\_\_\_  
Name City State

College attended \_\_\_\_\_  
Name City State

Years Completed: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

College attended \_\_\_\_\_  
Name City State

Years Completed: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

## EMPLOYMENT HISTORY - (attach a separate page if necessary)

Employer Name/Address	Job Title	Dates From - To	Supervisor Name & Phone	Duties
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- 1.)
- 2.)
- 3.)

## REFERENCES

Name & Address	Phone # Day and Evening	Years Known	Relationship
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1.)

2.)

3.)

Please include a separate page if needed

**Please attach a brief statement describing your reasons for seeking employment with TRIO Upward Bound hosted by Finlandia University. Talk about any special skills, hobbies, experiences and personal interests that you possess. Please list any additional training, education, or experience that you feel is relevant to the position. (This must be typed & included with application.)**

I certify that all information on this application is true to the best of my knowledge. I attest that any intentional misrepresentation, falsification, or omission of fact I have submitted on this application or other accompanying or required documents will be cause for denial of employment; or if hired, may result in termination of employment. I acknowledge that consideration for employment will be contingent on the results of a reference and background check. Additionally, I acknowledge that, depending on the position I have applied for, a criminal and background check may be required. I hereby authorize Finlandia University to investigate statements and information contained on this application or accompanying documents, unless I have specifically exempted contacting an employer on this application; I authorize the release of the results of any investigation to university officials involved in the hiring process. I authorize any former employers to provide information regarding my employment history and release them from all liability for providing this information. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge an employee at any time, with or without cause. Further I understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized officer of Finlandia University. I understand that if I am offered employment, I may be required to submit to a drug screening, health exam, and/or a more comprehensive background check at the expense of the University. Upon request, I will also provide proof of my educational credentials, professional certifications, or evidence of membership in professional organizations. I understand that if employed I will be asked to complete the federal I-9 form and will be required to provide verification of identity and proof of the right to work in the U.S. If hired, I understand that I am required to abide by all rules, regulations, and policies of the University. This application will remain active for a period of one year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body.

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns:

Karin Van Dyke  
Title IX Coordinator  
(906) 487-7344  
[Karin.vandyke@finlandia.edu](mailto:Karin.vandyke@finlandia.edu)

FINLANDIA UNIVERSITY IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION / EQUAL OPPORTUNITY EMPLOYER