

OSU Foundation

Employment Application



Applicant Information

Position applied for: _____		
Last Name: _____	First Name: _____	Middle Initial: _____
Local Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____		
Email Address: _____		
Are you legally eligible to work in the United States?		Yes No
<small>(Proof of eligibility will be required upon hire)</small>		

Education

High School: _____	City: _____	State: _____
Did you graduate: YES NO		
College: _____	City: _____	State: _____
Did you graduate: YES NO	Degree: _____	
Other: _____	City: _____	State: _____
Did you graduate: YES NO	Degree: _____	

Employment

Employer: _____	City: _____	State: _____
Your Job Title: _____	Starting Salary: _____	Ending Salary: _____
From: _____	To: _____	Reason for Leaving: _____
Supervisor name/title: _____	Phone: _____	

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Your Job Title: _____	Starting Salary: _____	Ending Salary: _____
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Employer: _____	City: _____	State: _____
Your Job Title: _____	Starting Salary: _____	Ending Salary: _____
From: _____	To: _____	Reason for Leaving: _____
Supervisor name/title: _____	Phone: _____	

License and Certificates

Please list any professional licenses (e.g. CPA) and/or specific skills you possess which you feel are relevant to the position:

Acknowledgement and Signature

I understand that consideration for employment is contingent on the results of reference checks and a background check, as determined by the OSU Foundation. I authorize OSU Foundation to investigate the truthfulness of all statements made on this application, and to contact my employers to verify and confirm my employment. (Please note: The OSU Foundation will not conduct reference checking until we have your verbal permission to do so.)

NOTE: I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsifications and/or omissions of any detail are grounds for disqualification from consideration for employment, or, if hired, for dismissal.

Signature: _____

Date: _____

Notice to Applicants

The OSU Foundation is an equal opportunity employer. The Foundation does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental disability, arrest record, or any other status protected under state or federal law.

Invitation to Request Reasonable Accommodations

Any applicant with a disability who needs reasonable accommodations in any step of the hiring process to assist with the demonstration of qualifications to perform the essential functions of the job should inform the Human Resources Department as soon as possible.

To ensure that the OSU Foundation can open and read your application, please be sure to save it to your personal drive before emailing it to us.