

EDUCATION

Education	Name/Location of School	No. of Years Completed	Subjects Studies	Degrees Earned	G.P.A
High School					
Vocational/ Trade School					
College/ University					
Graduate School					

General

Do you have and special training, skills, qualifications, licenses, certifications, or other experiences that relate to the position(s) applied for?

U.S. Military Service:

Branch of Service _____ From _____ To _____

Rank or Rating _____ Type of Discharge _____

PHYSICAL RECORD

In case of emergency, notify:

Name: _____ Telephone Number: _____

MEDICAL EXAMINATIONS. In accordance with the provisions of the Americans With Disabilities Act, Cleary University may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of the employment duties and may condition the offer of employment on the results of such examination.

I hereby certify that I am not currently engaged in any illegal use of drugs. I understand that as a condition of employment, I may be required to take a pre-employment drug test for the illegal use of drugs which may include the collection of urine samples from my person. I agree that the results of this test may be submitted to Cleary University or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the University. I understand that if the results of any pre-employment drug test are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the University may be immediately terminated.

Applicant's Signature: _____ Date: _____

EMPLOYMENT INFORMATION

Have you ever been discharged or requested to resign any job? Yes No

If YES, please explain circumstances: _____

Are you presently employed? Yes No

FORMER EMPLOYERS

Please give an accurate, complete, full- and part-time employment record. Start with present, or most recent employer. (List additional employers on a separate sheet, if necessary.) Please print all information

Company Name	Telephone
Address City/State	Employed (List Month and Year)
Job Title/Responsibilities	Reason for Leaving

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REFERENCES

Please give the names of three persons, not related to you, whom you have known for over a year.

Name	Telephone	Business	Years Known

SIGNATURE

(read carefully before signing)

- I certify that the answers and information given by me in this application are true, correct, and complete without qualification. I understand that Cleary University has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize the University to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the University to release to the University any information they have regarding me without providing written notice to me.
- I authorize the University to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the University from any liability in connection with such use or disclosure.
- If I am hired by the University, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the University, as they are from time-to-time changed, with or without notice to me.
- If I am hired by the University, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that the University can terminate the employment relationship at any time, with or without notice. This employment relationship exists regardless of any other written statements or policies or any other University document or any verbal statement to the contrary.
- No one except the University's Chief Executive Officer can enter into any kind of employment relationship or agreement which is contrary to the above. To be enforceable, any employment relationship or agreement which is contrary to the above must be in writing and personally signed by the Chief Executive Officer and myself.
- I agree not to commence any action or claim relating to my employment with Cleary University or this application for employment more than six months after termination of such employment or the date of this application, and to waive any statute of limitations to the contrary.

Applicants Signature: _____

Date: _____