

EMPLOYMENT APPLICATION

Gateway University Research Park
2901 East Lee Street, Suite 2500
Greensboro, NC 27401-4904
336.375.9232 Tel
336.375.9661 Fax



APPLICATION INSTRUCTIONS:

- Carefully read the job announcement for the position you are applying for. Applicant materials and communications will be considered as determined appropriate by the Gateway University Research Park ("Gateway") during our screening and selection process. Therefore, it is important that all materials be accurate, neat and complete. Once received, all application materials become the property of Gateway. ***Incomplete or late application materials will not be considered.***
- Employment with the Gateway may require transfer to different shifts or work locations. In the case of some positions, this may include overtime or evening, weekend or holiday hours. In accepting employment with the Gateway, you are affirming your ability to accept such transfers and hours.
- All materials submitted along with your application become property of the Gateway and will be used in our selection process. By signing this application you are affirming that all information you provide is accurate and complete.
- Use additional pages for areas you need more room or attach your resume. Attaching a resume to this application does not serve as its completion. However, this application is to be completed in its entirety. Not doing so will deem the application incomplete.
- Please type or print clearly. Only original applications will be accepted. No faxes or copies.
- We accept applications only for positions which are currently posted.

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Position Title:	
How did you learn of this position opening?	
Are you available to work: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>	Hours/Days available:
Date Available to Begin Work:	

Personal Data

Name (Last, First, M.I.):			
Current Address (Number, Street, City, State, Zip):			
Home Phone:	Work Phone:	Other Phone:	E-mail:
Are you legally authorized to work in the U.S.? No <input type="checkbox"/> Yes <input type="checkbox"/>			
A valid driver's license is required for positions where vehicle or equipment operation is an essential job function. Do you have a driver's license? No <input type="checkbox"/> Yes <input type="checkbox"/>			
If a driver's license is required for this position, have you received any tickets in the last three years for moving violations? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever been convicted for a violation of a law other than minor traffic fines? No <input type="checkbox"/> Yes <input type="checkbox"/> Explain:			
Have you ever been employed at Gateway University Research Park, or NC A&T State University, or The University of North Carolina Greensboro? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, when? From: To: List Departments:			

Education

Type of School	School Name /Address	Circle Last Year Completed	Major	Did You Graduate?	Degree or Certificate
High School		1 2 3 4			
College or Technical School		1 2 3 4			
Graduate or Other School		1 2 3 4			
Other training					

List appropriate job related skills for the position to which you are applying:

Computer Hardware Skills:
Computer Software Skills:
Equipment/Machines Operated:
Other relevant skills, experience and background:

List any appropriate job related licenses or certificates:

Type:	Exp. Date:
Membership in Professional Organization(s):	

Employment History - List in chronological order, current or last employer first. You must complete all information.

1. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Please Call Me First <input type="checkbox"/> Not Employed <input type="checkbox"/>			

2. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Please Call Me First <input type="checkbox"/> Not Employed <input type="checkbox"/>			

3. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Please Call Me First <input type="checkbox"/> Not Employed <input type="checkbox"/>			

4. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Please Call Me First <input type="checkbox"/> Not Employed <input type="checkbox"/>			

Are you able to safely perform the essential job functions of this position, as noted on the job announcement, with or without reasonable accommodation? Yes No

Are you U.S. citizen, resident alien or do you have a Visa permitting you to work in the United States? Yes No
 (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted).

Documentation In accordance with Federal law proof of identity and proof of authorization to work in the United States is required upon employment. This may also include individuals who have the right to work under an employment visa or similar document.

Have you been convicted of a crime or served time in prison during the last 10 years? Yes No

If yes, attach additional page with explanation of conviction(s) to this application. Please include the date, exact charge, jurisdiction and disposition. *Note: A conviction is not an automatic bar to employment. Each case is considered separately based upon its relation to the duties of the position.*

Agreement

All material received through the application process becomes the property of Gateway University Research Park and will not be returned. I understand and agree that any relevant and material misrepresentation made on this application (including resume) will justify immediate dismissal if hired. I hereby authorize Gateway University Research Park to contact any educational institution, former employer, law enforcement agency, or reference concerning information included on this application.

I hereby release providers of information from all liability in responding to inquiries about me. I understand that this application is not a contract for employment. I agree that upon separation, I will return to Gateway University Research Park property issued and/or owned by Gateway University Research Park, or will allow the value of same to be deducted from my wages.

I agree that I will be responsible for familiarizing myself with all rules and regulations of Gateway as they presently exist or are later modified;

I understand that if I apply for a safety sensitive position, a conditional job offer will be contingent upon successful completion of a drug screening and I could be subject to random testing after hire;

I authorize Gateway University Research Park to contact my prior employers, educational institutions, references, and any institution or organization with whom I have been associated to give Gateway any pertinent information about my employability;

I release the individual, company, institution or organization and all individuals connected therewith from all liability whatsoever incurred in giving such information; and further release the Gateway University Research Park from all liability whatsoever incurred in obtaining and/or using such information;

I release Gateway University Research Park, its employees, and agents from all liability and/or claims whatsoever related to obtaining and/or using such information.

Signature

Date