



## Application for Employment

Please print clearly or type. Supplemental material may be attached to this form (e.g. resumé). You must fully and accurately complete this application for employment. Incomplete applications will not be considered.

### Personal Data

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City County State Zip

Phone: \_\_\_\_\_  
Evening Daytime

Church Affiliation: \_\_\_\_\_

Please check the appropriate response:

1. Are you 18 years of age or older? \_\_\_\_ Yes \_\_\_\_ No
2. Do you have the legal right to work in this country? \_\_\_\_ Yes \_\_\_\_ No  
(Evidence of eligibility for employment must be provided under the laws of the United States)
3. Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No  
(Applicants are not required to disclose sealed or expunged records of conviction or arrest)
4. Do you have any physical, mental, or other condition that would restrict your ability to function in the position for which you are applying? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain: \_\_\_\_\_

### Position Applying For

Specific position for which you are applying: \_\_\_\_\_

Have you previously been employed by Ohio Valley University? \_\_\_\_ Yes \_\_\_\_ No

If yes, former position title and employment dates: \_\_\_\_\_

Date available to begin employment: \_\_\_\_\_

How did you hear about Ohio Valley University and the position for which you are applying?

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## **Education**

High school attended: \_\_\_\_\_ Year graduated: \_\_\_\_\_

List below any college(s) attended, dates, areas of study, degrees earned, academic honors.

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Copies of transcripts should be attached to this application for positions that require specific academic credentials.

## **Work Experience**

List below any experience related to the position for which you are applying (or attach resumé).

Please list exact title, place, and dates of employment.

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## **References**

Please furnish (or attach) at least three references. Please list name, title, address, and phone number for each reference.

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## **Equal Employment Opportunity**

Ohio Valley University does not discriminate on the basis of race, color, age, gender, disability, or national or ethnic origin in employment opportunities, in keeping with applicable state and federal laws.

The University supports equal opportunity, not just because it is the law, but because we recognize that the University's present and future strength is based primarily on people, their skills, experience, and potential to develop.

All personnel actions such as compensation, benefits, transfers, layoff, return from layoff, training, education, tuition assistance, and social and recreational programs, are administered without regard to gender, race, color, age, religion, national origin, or any other legally protected category.

Employment decisions will be based on job requirements within the context of equal employment opportunity, consistent with the University's goal of sustaining diverse and exceptional employees. The University is committed to actively recruiting and retaining such a workforce.

The Legal Counsel is designated as the University's coordinator for Title IX compliance.

## **Drug-Free, Alcohol-Free, and Smoke-Free Workplace**

Ohio Valley University is a drug-free, alcohol-free, and smoke-free workplace. Employees who violate the University's regulations regarding drugs, alcohol, and tobacco at the workplace will be disciplined. Additionally, the University reserves the right to take disciplinary action against employees who commit criminal offenses related to drugs or alcohol, regardless of whether those offenses were committed during non-working hours. Drug or alcohol criminal offenses include but are not limited to: purchasing alcohol for minors, driving under the influence of alcohol, public intoxication, and possession of drugs.

## **Employee Handbook**

Ohio Valley University provides its employees with a handbook to answer questions about the University, its policies, and certain procedures. The handbook is applicable to all University employees. The policies stated in the handbook, along with all other policies, procedures, benefits, and other programs, are subject to change. The employee handbook is not a contract, expressed or implied, of any kind including, but not limited to, a contract guaranteeing employment for any specific duration. Please understand that no supervisor, manager, or other representative of the University, other than the president, has the authority to enter into any agreement with you for employment for any specified period of time. Further, any employment agreement entered into by the president shall not be enforceable unless it is in a formal written agreement, signed by you and the president.

## **Adherence to Ohio Valley University Mission**

Ohio Valley University, while having no legal or organizational ties to any church, is operated by members of the Church of Christ. OVU offers academic training in an environment that encourages Christian living. All employees of the University are expected to conduct themselves as role models for students. Indeed, most University employees come into regular contact with students and may have occasion to counsel students in personal or other matters. For this reason, all employees are expected to maintain the highest standards of Christian conduct in their professional activities as well as their personal lives.

Every prospective employee of Ohio Valley University is to receive a copy of the University's Mission Statement. Please read this statement now before answering the questions below.

### **Ohio Valley University Mission Statement**

At Ohio Valley University, we seek to transform lives in a Christ-centered academic community that integrates higher learning, biblical faith and service to God and humanity.

This is accomplished by:

- Equipping students for life through quality academic programs.
- Encouraging life-shaping relationships among faculty, staff, and students.
- Fostering holistic growth through varied co-curricular activities.
- Promoting knowledge, values, and skills inherent in healthy families and quality relationships.
- Connecting students to the global community.
- Instilling a desire for life-long learning.
- Creating opportunities for growth in faith and service.

Have you read the OVU Mission Statement? ☐ Yes ☐ No

If employed by Ohio Valley University, do you promise to adhere to all institutional goals and agree to maintain at all times, appropriate Christian conduct in the performance of your duties?  
☐ Yes ☐ No

Are you willing to work under the direction of the Ohio Valley University Board of Trustees and University Administration? ☐ Yes ☐ No

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return completed application to:

Human Resources  
Ohio Valley University  
1 Campus View Drive  
Vienna, WV 26105