



Staff Application

P O Box 30003, Greenville, NC 27833
(888) 800-9170
www.reignuniversity.org
info@reignuniversity.org

Date: _____ 20____

Title of Position Applying For: _____

Name: _____ **DOB** _____

Current Address: _____

Telephone Number: Cell (____) _____ **Other** (____) _____

Email Address: _____ @ _____

Best Time to Contact You: _____

Education and Training

A. Academic: Beginning with your most recent institution, list the last two (3) schools you have attended and/or completed (if applicable):

School Name	Major Field of Study/Minor	Type of Degree Received	Date Received (Month/Year)

B. Training: Beginning with your strongest skill set, list them and indicate level of proficiency.

Skills Applicable to the Position Applying for:	Beginner, Moderate, Advanced

Occupational Experience History

A. Working Experience: Beginning with your present or most recent experience, list the last 3 positions you've held. Use "NA" if not applicable.

Company Name	Position Held	Date (Mo/Yr to Mo/Yr)	Most Prevalent Duties

Company Name	Position Held	Date (Mo/Yr to Mo/Yr)	Most Prevalent Duties

Availability

B. If accepted, I can work the following evenings and/or days. If daytime hours, please indicate.

DAY	TIME (6:00-7:30; 7:00-8:30)	DAY	TIME (6:00-7:30; 7:00-8:30)
Monday		Thursday	
Tuesday		Friday	
Wednesday		Saturday	Events Only (Occasionally)

References

List below the names of those who may be contacted regarding your application as reference.

Full Name	Position	Years Known	Telephone Number

APPLICANTS MAY SUBMIT OTHER MATERIALS (certifications, reference letters, etc.) WHICH MAY BE OF ASSISTANCE IN EVALUATING THEIR QUALIFICATIONS.

ALL REQUESTED DOCUMENTS AND INFORMATION BECOME THE PROPERTY OF JSPV. FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS SHALL DEEM AN APPLICATION INCOMPLETE AND WILL DELAY CONSIDERATION.

SIGNATURE OF APPLICANT: _____ **Date:** _____ 20 _____

For University Office Only	
Date Application Received: / /	Executive Board Meeting Date / /
Recommendation:	
Period of Tenure:	Subject of Instruction:
Acceptance Authorized Signature:	Date: