Resume Supplement
For Administrative Positions

(01/12)

Human Resources, Morgan Hall 263, Topeka, KS 66621 Phone (785)670-1538, getajob@washburn.edu

A completed copy of this form must accompany resumes submitted in application for Administrative positions.

NAME: _____ WU ID (if applicable):_____

TITLE OF POSITION(s) APPLIED FOR: _____

EMAIL ADDRESS:_____

By providing your email address, you agree to receive information regarding your application via email.

Are you related to a current Washburn University or Washburn Institute of Technology employee? ☐ Yes ☐ No
If yes, please provide your relative's name and, if known, the department in which he/she works:

_____

_____

Employment at Washburn University may be conditioned upon satisfactory completion of a background check. Arrest information is not considered in the selection process.

The information I have provided in application for this position is true and correct to the best of my knowledge. If employed, I understand any false information given may be sufficient grounds for termination. I hereby grant permission to Washburn University to contact each of the employers listed concerning my qualifications and work performance for them. Permission is also granted to my former employers to provide Washburn University information with respect to my work performance for them.

_____

Applicant Signature Date

Notice of Nondiscrimination: It is the policy of Washburn University to assure equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, genetic information, or sexual orientation/gender identity. Each unit within the University is charged with conducting its practices in conformity with these principles. Responsibility for coordination of compliance efforts and receipt of inquiries has been delegated to Carol Vogel, Equal Opportunity Director, Morgan 380-A, Washburn University, Topeka, Kansas 66621, 785/ 670-1509, carol.vogel@washburn.edu.