



**CERTIFICATION STATEMENT**

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge. I understand that any material misrepresentation or omission from this application may be grounds for rejection of my application or termination of subsequent employment with the University. I understand and agree that any employee handbook I may receive will not constitute an employee contract, but will be merely a gratuitous statement of West Virginia University Institute of Technology’s current policies.

I hereby authorize West Virginia University Institute of Technology and/or its agents to make independent investigation of my background, references, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records, for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment. In addition, I hereby authorize my current and former employer(s) to release information pertaining to my work record, my work habits, and my work performance while in their employ and any school (college, university, or vocational/trade) to release my official records to West Virginia University Institute of Technology per WVU Tech’s request.

I release West Virginia University Institute of Technology, its employees and agents, and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above.

At West Virginia University Institute of Technology we are concerned about employees’ health and safety. We support the Drug Free Workplace Act and the Drug Free Schools and Communities Act. Federal and state laws and WVU Tech policies prohibit the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace or reporting to work under the influence of a controlled substance. I agree to abide by these requirements if employed by WVU Tech.

As a condition of employment, applicants for safety sensitive positions including those covered under the Department of Transportation Drug and Alcohol Program will be required to undergo and pass drug and/or alcohol testing prior to employment and if hired will be subject to drug and alcohol testing throughout their period of employment. Certain positions may be subject to ongoing medical monitoring.

By filing this application, I waive any and all rights that I may have to review background information including references for employment obtained as part of the hiring process.

**YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE IF THIS NOTICE IS NOT SIGNED AND DATED.**

The following is my true and complete legal name:

Please Print      FULL NAME: \_\_\_\_\_  
OTHER NAMES USED: \_\_\_\_\_  
PRESENT ADDRESS: \_\_\_\_\_  
FORMER ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)