



Application for Employment

Equal Opportunity Employer



University Student
Apartments

Date _____

Last Name _____ First Name _____ Middle _____

List other names used _____

Street Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Other Phone (____) _____

Email Address _____

Are you a current employee at the University of Utah? No Yes Dept. _____

Have you ever worked at the University before? No Yes When _____ Dept. _____

List any relatives currently employed at the University of Utah _____

WPM typing _____ Other skills pertinent to this application _____

List computer programs you are familiar with _____

Any professional licenses/certificates/registrations _____ Expiration date _____

Current Driver's License? No Yes License Number _____ Expiration date _____

List any foreign language(s) spoken _____

Date available for work _____

Hours of the day available for work _____

Circle highest school year: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 +

Do you have a high school diploma or equivalency? No Yes

Please list schools attended post high school:

Name of School	Major/Course of study	Degree/Certification	Dates Attended (Month/Year)	Date Completed

List any academic honors/awards:

May we contact your current and former employers? No Yes

Employer or Company	Job Title, Duties	Dates From/To (Month/Year)	Hours Per week	Final Salary	Name of Supervisor	Phone #	Reason for Leaving

Most convictions will not automatically disqualify job candidates. The seriousness of an offense, how the offense relates to the job you are applying for, and the date of the conviction are considered. In order to maintain a safe environment and protect University property, the University of Utah **requires** all applicants to answer the following:

Have you ever been convicted of an offense other than a minor traffic violation? No Yes

If you are unsure whether a previous offense meets this condition, you should obtain verification prior to answering this question or contact Human Resources (581-2300).

If yes, please give detailed information:

Date	Location (City, State)	Type of Offense	Final Disposition	Explanation

I hereby authorize the University of Utah to review my past and present employment and educational background. I understand that the University of Utah may perform a criminal history background check as needed for the purpose of assisting the qualified persons to make employment or promotion decisions about me.

I understand that I have the right to review and respond to any information obtained by the University of Utah pursuant to this release. I understand that I must make a written request to review and/or respond to this information. I hereby release the University of Utah and all persons, organizations, or government agencies, from any damages of, or resulting from furnishing the information described above. I verify that the information I have provided is complete and true. I understand that any omission or misstatement may result in the termination or withdrawal of conditional offer of my employment.

Signature

Date

Utah Veterans' and Disabled Veterans' Preference – Applicants claiming veteran's preference must complete the Utah State Veterans' Preference Addendum available upon request.

Immigration Reform and Control Act (IRCA 1986) – The University of Utah complies with the Immigration Reform and Control Act of 1986. You are required to establish your identity and eligibility to work in the United States by completing INS Form I-9 no later than three days after you begin work. Failure to meet this requirement within the time specified will result in termination of employment.

Equal Opportunity, Nondiscrimination, and Affirmative Action – The University of Utah is committed to policies of equal opportunity and nondiscrimination. The University pursues a vigorous program of affirmative action in all classifications of employment in order to prevent any form of discrimination, harassment, or prejudicial treatment on the basis of race, color, religion, national origin, sex, age, sexual orientation, status as a disabled individual, disabled veteran, or veteran of the Vietnam Era. All University administrative and supervisory personnel are required to assure that they use only valid requirements for employment decisions and promotions. All personnel actions and other institutionally sponsored programs and opportunities should be administered in compliance with the standards and fairness and nondiscrimination as provided for by the University's Equal Opportunity Policy. Violations of this policy should be reported to the Office of Equal Opportunity and Affirmative Action at 581-8365.

Policy on a Drug-Free Workplace – The unlawful manufacture, distribution, possession, or use of a controlled substance on university property or while conducting university business off-campus is prohibited. Violations of this policy will result in disciplinary action, possible termination of employment, and possible legal consequences.

ALL EMPLOYEES ARE EXPECTED TO ABIDE BY THE POLICIES ABOVE AS A CONDITION OF EMPLOYMENT AT THE UNIVERSITY OF UTAH.