



Application for Employment

Human Resources Department
Staff Employment Office
Annex Building - Room 101
1901 East South Campus Drive
Salt Lake City, Utah 84112-9350
WWW.Personnel.Utah.Edu



Name _____ Social Security Number _____ Date _____
(Last) (First)

UNIVERSITY OF UTAH EMPLOYMENT APPLICATION PROCESS

APPLICATIONS ARE TO BE SUBMITTED FOR ONE OR MORE SPECIFIC OPEN POSITIONS.

1. Review the job board or the job list at the web site above for open positions.
2. Complete a University of Utah Application for Employment in ink giving thorough answers to all questions, indicate the specific job(s) for which you are applying on page six of the application, and return to the above address.
3. If you have previously completed an Application, contact the Staff Employment Office at 801-581-6787 to request consideration for additional jobs.

Other skills pertinent to this application_____

EDUCATIONAL BACKGROUND		Dates Attended	Graduated if yes, Year	Degree/Major
High School Last Attended	Name of School City & State		<input type="checkbox"/> Yes <input type="checkbox"/> No Year	
College University or Technical School	Name of School City & State		<input type="checkbox"/> Yes <input type="checkbox"/> No Year	
College University or Technical School	Name of School City & State		<input type="checkbox"/> Yes <input type="checkbox"/> No Year	
College University or Technical School	Name of School City & State		<input type="checkbox"/> Yes <input type="checkbox"/> No Year	
Other Training	Name of School City & State		<input type="checkbox"/> Yes <input type="checkbox"/> No Year	

Work History

(List in chronological order, with last or present employer first)

DATES		NAME AND ADDRES OF EMPLOYER	PT/ FT	FINAL SALARY	NAME/TITLE/PHONE# OR SUPERVISOR	REASON FOR LEAVING
FROM	TO					

Position Title and Job Responsibilities.

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(add additional pages if necessary in order to include all periods of employment)

REFERENCE INFORMATION - It is the practice of the University to contact previous employers, previous supervisors, previous working associates, and those who know an applicant's work history or background. It is also the practice of the University to contact current employers, current supervisors, or current work associates unless specifically requested not to contact by checking the "No" box below.

May we contact your current employer? Yes ☐ No ☐

FELONY CONVICTION - Most convictions will not automatically disqualify job candidates but may require a criminal history background check. The seriousness of an offense, how related to the job and date of conviction will be considered. The University may require a security clearance. In order for the University to protect its populace and property, applicants are required to answer the following questions. Please list all convictions.

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

What?_____When?_____Where?_____

Explain in detail:_____

Final disposition:_____

The University of Utah reserves the right to conduct background checks without notice.

ACKNOWLEDGMENT - The University may check all information related to my application for work. I have read the information on this form. I understand that being hired and continued employment depends on complete and accurate information received from present and/or past employers or background checks.

I understand there is a probationary period for newly employed or reinstated permanent staff employees.

SIGNATURE _____ DATE _____

PRINTED NAME _____

OPPORTUNITY TO IDENTIFY

Your response to any of the following is optional. This information will assist the University in making its equal opportunity/affirmative action reports to the federal government. The information will also assist the University's affirmative action program. This information will be maintained in the Human Resources office and **will not** be made available to the hiring official or office.

<u>DATE OF BIRTH</u>	<u>VETERAN STATUS</u>	<u>REFERRAL SOURCE</u>	<u>RACE</u> (Check all that apply)
_____	1 <input type="checkbox"/> Vietnam Era Veteran	1 <input type="checkbox"/> Newspaper	<input type="checkbox"/> 1 - <i>White (not Hispanic).</i>
<u>GENDER (SEX)</u>	2 <input type="checkbox"/> Vietnam Era Disabled Veteran	2 <input type="checkbox"/> Professional or Trade Journal	<input type="checkbox"/> 2 - <i>Black (not Hispanic).</i>
Female <input type="checkbox"/> Male <input type="checkbox"/>	3 <input type="checkbox"/> Disabled Other Veteran	3 <input type="checkbox"/> Job Line	<input type="checkbox"/> 3 - <i>Hispanic.</i>
	4 <input type="checkbox"/> Other Veteran	4 <input type="checkbox"/> Walk In	<input type="checkbox"/> 4 - <i>Asian or Pacific Islanders.</i>
		5 <input type="checkbox"/> Work Force Services	<input type="checkbox"/> 5 - <i>American Indian or Alaskan Native.</i>
		6 <input type="checkbox"/> Internet	

UTAH VETERANS' AND DISABLED VETERANS' PREFERENCE

Applicants claiming veterans' preference must complete the provided with this Application Form.

IMMIGRATION REFORM AND CONTROL ACT (IRCA 1986)

The University of Utah complies fully 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 not later than the third day after beginning work. Failure to meet this requirement within the time specified will result in termination of employment.

EQUAL OPPORTUNITY, NONDISCRIMINATION, AND AFFIRMATIVE ACTION POLICY

The University of Utah is fully committed to policies of equal opportunity and nondiscrimination. Accordingly, 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, or status as a disabled individual, disabled veteran, or veteran of the Vietnam Era. All University administrative and supervisory personnel are required in turn to assure that this policy will be furthered by imposing only valid requirements for employment decisions and for promotional opportunities and to see that all personnel actions, such as compensation, benefits, transfers, layoffs, institutionally sponsored training, education, tuition assistance, social and recreational programs, will be instituted and administered so as to comply with the standards of fairness and nondiscrimination as provided for the University's Equal Opportunity Policy.

POLICY ON A DRUG-FREE WORKPLACE

The following University of Utah policy is in compliance with the Drug-free Workplace Act of 1988:

The unlawful manufacture, distribution, dispensation, 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 noted above as a condition of employment at the University of Utah

**We appreciate your interest in employment with the University of Utah.
Thank you, and best wishes.**

[illegible]

ADDENDUM TO THE UNIVERSITY OF UTAH

APPLICATION FOR EMPLOYMENT

UTAH STATE VETERANS' PREFERENCE

"Veteran" means:

- An individual who has served on active duty in the armed forces for more than 180 consecutive days and has been separated under honorable conditions.

"Disabled veteran" means:

- An individual who has been separated or retired from the armed forces under honorable conditions; and
- Established the existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension.

"Preference eligible" means:

- An individual who has served on active duty in the armed forces for more than 180 consecutive days and who has been separated under honorable conditions.
- A disabled veteran with any percentage of disability.
- The unmarried widow or widower of a veteran.
- A purple heart recipient.
- A retired member of the armed forces who retired below the rank of major or its equivalent.

For applicants who establish "preference eligibility", veterans' preference is facilitated by arranging for an employment interview after completed application has been processed, provided the applicant meets minimum qualifications for the job.

If you desire to claim veterans' preference, please sign below, enclose a photocopy of an appropriate discharge document (DD-214), and attach this addendum with enclosure to the Application for Employment.

SIGNATURE _____ DATE _____

PRINTED NAME _____

Enclosure
(DD-214)

Additional Work History

(List in chronological order, with last or present employer first)

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