

**EMPLOYMENT APPLICATION**

Please print or type all information and return to:

**Mail:** Human Resources Department **Fax:** (563) 589-3352 **Email:** [HR@dbq.edu](file:///%5C%5CFACWINFILE%5CFACUSERS%5CVHefel%5CDesktop%5CHR%40dbq.edu)

 2000 University Ave.

 Dubuque, IA 52001

**PERSONAL INFORMATION**

Application for Position of:       How did you learn of this vacancy?

Last Name:       First Name:       Middle Name:

Present Address (Include City, State, & Zip):

Phone Number:       Alternative Phone Number:       Email Address:

Have you ever applied with us before? When?       Position?       [ ] Yes [ ] No

Will you work overtime if asked? [ ] Yes [ ] No

Are you legally eligible for permanent employment in the United States? [ ] Yes [ ] No

Have you been convicted of a felony within the last seven (7) years? [ ] Yes [ ] No

If yes, please explain:

Have you ever been fired or asked to resign from a job? [ ] Yes [ ] No

If yes, please explain:

In accordance with federal, state, and local law, pending criminal charges or any convictions will not be considered unless they are substantially related to circumstances of the position for which you are applying.

**EDUCATION & TRAINING**

Grammar & High School (Check highest year completed) [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8 [ ] 9 [ ] 10 [ ] 11 [ ] 12

Do you have a GED or a High School Equivalency Diploma? [ ] Yes [ ] No [ ] NA

Name and Location of High School:

**TRAINING BEYOND HIGH SCHOOL**

(College or University, Nursing, Business College, or other schools you have attended)

Check the number of years in college or University: [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8

Name & Location of Institution:       Dates Attended: ­­­­­­­­­­­­

Major:       Degree Conferred and Year:

Name & Location of Institution:       Dates Attended:

Major:       Degree Conferred and Year:

**EDUCATION & TRAINING- CONTINUED**

Describe any education or training not covered above (vocational school, correspondence courses, service schools, in-service training), which you feel is relevant to the job for which you are applying. Include relevant licenses, certificates or other information you feel might be pertinent to the position. (BE SPECIFIC)

**WORK EXPERIENCE**

Provide a complete description of your job duties. This information will be used to determine if you meet the minimum job qualifications. Be specific. Start with your most recent job. List ALL of your employment history. (Additional employment data may be attached on a separate sheet.) Be certain to include service in the Armed Forces.

Employer:       Dates of Employment:       Salary:

Position:       Reason for Leaving:

Name & Phone number of Supervisor:

Major Duties:

Employer:       Dates of Employment:       Salary:

Position:       Reason for Leaving:

Name & Phone number of Supervisor:

Major Duties:

Employer:       Dates of Employment:       Salary:

Position:       Reason for Leaving:

Name & Phone number of Supervisor:

Major Duties:

If presently employed, may we contact your employer? [ ] Yes [ ] No

**PROFESSIONAL REFERENCES**

Name:       Address:       Phone #:

Name:       Address:       Phone #:

Name:       Address:       Phone #:

**APPLICATION CERTIFICATION STATEMENT:** (Please sign and date the following statement)

I certify that all information on this Application is accurate, complete, and true to the best of my knowledge. I understand that providing any false, inaccurate, incomplete or misleading information may result in my disqualification from consideration for employment with the University of Dubuque or dismissal from employment if I am hired.

All regular, full-time and part-time external candidates for employment with the University of Dubuque, as well as potential re-hires with a break in service, must undergo a pre-employment background investigation as part of the employment screening process. No external employment candidates may begin work for the University until the appropriate screenings have been completed.

Applicants Signature Date

**VOLUNTARY INFORMATION**

The University of Dubuque has adopted an Affirmative Action Ordinance in compliance with Federal law. The disclosure of the following information is voluntary and allows us to meet federal government reporting requirements and judge the effectiveness of our recruitment efforts. The information will be used in accordance with University of Dubuque policies, State and Federal law which forbids discrimination based on this information.

Gender: [ ] Male [ ] Female

Date of Birth:       Social Security #:

Race/Ethnicity (check one):

[ ] Hispanic or Latino, of any race

[ ] American Indian or Alaska Native, not Hispanic or Latino

[ ] Asian, not Hispanic or Latino

[ ] Black, not Hispanic or Latino

[ ] White, not Hispanic or Latino

[ ] Native Hawaiian or Other Pacific Islander, not Hispanic or Latino

[ ] Two or more races, not Hispanic or Latino