



APPLICATION FOR EMPLOYMENT

Section 1 – Personal Information

Name _____
Last First MI

Address _____
Number Street Apt

_____ City State Zip Code

Telephone Number
() _____

E-mail Address (if any)

Position Desired _____ Full-Time Part-Time Temporary/Per diem

Salary Desired _____ Date Available _____

If "part-time," please list hours available to work _____

Have you ever been previously employed by St. John's University? Yes No

If "yes," please provide date(s) _____ In what capacity? _____

To your knowledge, do you have any relatives currently working at St. John's University? Yes No

If so, name(s) and department _____

How did you hear about this position? _____

Advertisement: Print or Internet? (Circle one) Publication name or Web site address _____

Employee Referral (name) _____ Employment Agency (name) _____

Other source _____

Section 2 – Military Service Information

Have you ever served in the U.S. Armed Forces? Yes No

If "yes," Branch _____ Rank at Discharge _____

Section 3 – Skills Information

Technical Skills

Hardware _____

Software _____

Office Skills (Please check appropriate box)

Typing Speed _____

Languages

_____ Speak Read Write

_____ Speak Read Write

_____ Speak Read Write

Other Skills

Professional Membership and Licensing Information

Please list any professional or trade organization membership(s) relevant to the job for which you are applying:

Please list any professional license or certificates held which are relevant to the job for which are you applying:

Section 4 – Educational Information

Are you a high school graduate or equivalent? Yes No

If "No," what was the highest grade you completed? (indicate 1 – 12) _____

Please complete below for college or other specialized training, beginning with the highest degree attained.

Name and Address of College/University or Technical School	Did you graduate?	Degree Awarded	Major/Discipline
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 5 – Employment Information

List below present and past employment, beginning with your most recent employer.

From Mo/Yr _____	Name of Company	Position Title
To Mo/Yr _____	Full Address	Manager's Name/Title
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Telephone Number
Responsibilities		
Reason for Leaving		Final Salary

From Mo/Yr _____	Name of Company	Position Title
To Mo/Yr _____	Full Address	Manager's Name/Title
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Telephone Number
Responsibilities		
Reason for Leaving		Final Salary

From Mo/Yr _____	Name of Company	Position Title
To Mo/Yr _____	Full Address	Manager's Name/Title
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Telephone Number
Responsibilities		
Reason for Leaving		Final Salary

Continued...

Section 6 – Other Information

Are you 18 years old or older? Yes No If under 18 years old, please indicate date of birth _____.

Are you currently authorized to work for all employers on a full-time basis or for your current employer only? All Current only

If you are authorized to work for all employers, are you in F-1 or J-1 visa status? Yes No

If so, when does your employment authorization expire? Date _____ or N/A

Have you ever been convicted of a crime other than a minor traffic violation? * Yes No

*Please do not include convictions that are (a) sealed; (b) have been adjudicated as youthful offender status.

If "yes," please state date(s), nature of crime and circumstances (a conviction record will not necessarily bar employment):

Please Read Carefully Before Signing

- Should I be offered a position, I understand that St. John's University will communicate with employers and educational institutions for references, and I authorize the release of any information relating to my employment or education to St. John's University or its agents and representatives.
- I understand that any offer of employment is subject to receipt by St. John's University of satisfactory references and verifications of employment.
- I understand and agree that neither this application nor any written or oral communication by a St. John's University representative shall constitute an employment contract.
- I understand that my employment is "at will" and can be terminated by St. John's University or by my resignation at any time and for any reason.
- I hereby declare that my answers to the above questions are complete and true, and I understand that any false or incomplete statements are sufficient cause for dismissal.

Signature of Applicant

Date

St. John's University is an equal opportunity employer.

Consistent with its mission as a Catholic, Vincentian and Metropolitan institution of higher education, St. John's University abides by all applicable federal, state and local laws, which prohibit discrimination on the basis of race, religion, color, nationality or ethnic origin, age, sex (including sexual harassment), sexual orientation, marital status, disability, citizenship, genetic predisposition or carrier status, status in the Uniformed Services of the United States (including veteran status) or any other characteristics prohibited by law in any employment program, policy or practice.