



Application for Employment

Indiana University of Pennsylvania

Office of Human Resources
G-8 Sutton Hall
Indiana, PA 15705
www.iup.edu/employment

Office Phone: (724) 357-2431
Fax: (724) 357-2685
E-mail: human-resources@iup.edu

Indiana University of Pennsylvania is a member of the Pennsylvania State System of Higher Education and is an affirmative action/equal opportunity employer committed to excellence through diversity and through providing equal employment to minorities, females, veterans and disabled individuals.

Date _____

Instructions: Type or print in ink – no pencil.
The application must be signed and dated to be considered.

Name _____ Home Phone No. (_____) _____ - _____
Last First M.I.

Address _____ Cellular Phone No. (_____) _____ - _____
Number Street (optional)

City State Zip Code Are you presently eligible to work in the United States?
 Yes No

Position applying for _____ Will you accept temporary work? Yes No
(Short term, no benefits)

List special qualifications and skills (office, industrial, printing, nursing, etc.) Do you have experience in:

_____ MS Excel MS Access MS Word
 Web Page Development Other Software _____

Current licenses or certificates (Registered Nurse, Electrical, Mechanics State Inspection License, Etc.)

US Military: Branch _____ Honorable discharge Yes No

If you are applying for a position that requires driving, do you possess a valid driver's license? Yes No If yes, indicate class:
 Car or light duty truck Commercial truck

Education

Training	Name and Location (city & zip, if known)	Did you Graduate?	Semester Hours	Type of Degree	Major Course of Study
High School					
Technical, Business, or Other School					
College, University, or Professional School					
Graduate Level					

A BACKGROUND INVESTIGATION WILL BE CONDUCTED ON THE SUCCESSFUL APPLICANT

CRIMINAL HISTORY:
CRIMINAL OFFENSE includes felonies and misdemeanor offenses.
CONVICTION is an adjudication of guilt and includes determinations before a court, a district justice or magistrate and pleas of *nolo contendere* (no contest) that result in a fine, sentence or probation.
For this question disregard: minor traffic violations (no points), offenses committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law, and any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program.
A "Yes" answer is not necessarily a bar to employment.

WERE YOU EVER CONVICTED OF A CRIMINAL OFFENSE? YES NO

Within the last ten years, have you been discharged or asked to resign?
 Yes No
If your answer is yes, give details on a separate sheet of paper. For each case provide name and address of employer, approximate date, and reasons for dismissal.

Are there any criminal charges pending against you at this time?
 Yes No

If yes, please give details on a separate sheet of paper.

Employment History

May we contact your present employer regarding your employment record? Yes No

Are you retired under the State Employees' Retirement System or Public School Employees' Retirement System? Yes No

List your employment record. Start with present employment; include paid employment, volunteer, or unpaid work, and military service which, in your opinion, helps to qualify you for the job you want. If your title and duties changed in the course of your work with one employer, describe the changed duties in a new block. Attach additional sheets, if needed, and include your name and the same information.

Present Employer:	Dates Employed:
Complete Address:	Phone:
Supervisor Name, Title and Phone Number:	Reason for Leaving:

Your Position and Description of Duties:

List all other jobs held within the last ten years beginning with the most recent:

Employer:	Dates Employed:
Complete Address:	Phone:
Supervisor Name, Title and Phone Number:	Reason for Leaving:

Your Position and Description of Duties:

Employer:	Dates Employed:
Complete Address:	Phone:
Supervisor Name, Title and Phone Number:	Reason for Leaving:

Your Position and Description of Duties:

Employer:	Dates Employed:
Complete Address:	Phone:
Supervisor Name, Title and Phone Number:	Reason for Leaving:

Your Position and Description of Duties:

Have you ever been disciplined by your current or previous employer? Yes No Give details on a separate sheet of paper.

References

List three persons who are not related to you and who have definite knowledge of your qualifications. Consideration for employment may be delayed until three individuals can be contacted.

Full Name	Years Known	Present Business or Home Address (Number, Street, City, State and Zip Code)	Telephone

To be employed, you must be able to perform the essential functions of the job with or without accommodations.

I certify that all statements made by me on this application and any supporting material provided are true and correct to the best of my knowledge and belief, and are a full and complete disclosure. I agree that if employed, any misrepresentation or falsification regardless of when discovered, shall justify my dismissal. I also authorize IUP to investigate all statements made on this application and to contact my previous employers and the references listed above.

Signature of Applicant (ink only)

Date

INDIANA UNIVERSITY OF PENNSYLVANIA

CONFIDENTIAL EMPLOYMENT APPLICANT DATA COLLECTION FORM

Indiana University of Pennsylvania is committed to providing leadership in the attainment of equal employment opportunities for all persons. Accordingly, every effort will continue to be exerted to avoid unlawful discrimination against protected groups and to develop affirmative action programs to employ them at all organizational levels, in compliance with all applicable federal and state laws, and executive orders.

To ensure the effectiveness of the University's affirmative action program, applicants are requested to answer the questions listed below. This information, provided by the applicant in personally non-identifiable form, will be used only for statistical compilation and report filing. This information will not be a part of the institution's employment decision with regard to the applicant. Since ethnicity/race/sex identification is a critical reporting factor, data collection forms with no ethnicity/race/sex identification will not be processed.

Department/Position applying for: _____

Please check appropriate categories: _____ Female _____ Male

_____ **Veteran**

Any honorably discharged person who served in the armed forces of the United States, or any women's organization connected with those forces, during any war or armed conflict, or who has served since July 27, 1953. This service in the armed forces includes training time and service in the state National Guard and the United States Army Reserve.

_____ **Disabled Veteran**

A veteran entitled to compensation (or one who was released or discharged from active duty) for a service-connected disability.

What is your Ethnicity? (Select One Option)

_____ **Hispanic or Latino**

Persons of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

_____ **Not Hispanic or Latino**

What is your Race? (Select One or More)

_____ **American Indian or Alaskan Native**

Persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

_____ **Asian**

Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

Persons having origins in any of the black racial groups of Africa

Native Hawaiian or Pacific Islander

Persons having origins in any of the black racial groups of Africa.

White/Caucasian

Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

How did you learn about this position? (Check all that apply)

- Chronicle of Higher Education
- IUP Web Page
- PA CareerLink
- Newspaper (please identify) _____
- Other (please identify) _____
- Posting

RETURN THIS FORM IN THE ENVELOPE PROVIDED OR TO:

Indiana University of Pennsylvania
Director-Social Equity & Civic Engagement
Susan Snell Delaney Hall, Suite B17
920 Grant Street
Indiana, PA 15705-1087

Laws and Regulations (including subsequent amendments): Civil Rights Act of 1964; Equal Pay Act; Age Discrimination Act; Rehabilitation Act; Education Amendments; Vietnam Veterans Readjustment Act; Executive Order 11246; The Pennsylvania Human Relations Act; The 1975 Pennsylvania Governor’s Executive Order.

Upon receipt and check off by the institution’s affirmative action officer, the applicant’s name will be detached and this part of the form destroyed.

Applicant’s name **(please print)** _____