

EMPLOYMENT APPLICATION

University of Saint Joseph, founded by the Sisters of Mercy in the Roman Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population while maintaining a strong commitment to developing the potential of women. The University is a community which promotes the growth of the whole person in a caring environment which encourages strong ethical values, personal integrity and a sense of responsibility to the needs of society.

Thank you for your interest in the University of Saint Joseph. So that we will have all the information needed to give your application the attention it deserves, please be sure to read each section and complete it thoroughly. Do not reference resume. Incomplete applications will not be considered. If you require accommodation due to a disability in order to complete the application process, please let us know what accommodation you require.

PERSONAL AND BACKGROUND INFORMATION

Name (Last, First, MI)			Telephone (day) ()
Street Address			Telephone (evening) ()
City	State	Zip	Email:

Position(s) Applying for	Salary Desired
Schedule Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Evening	
Are you available to work evenings, weekends and/or holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:	
Have you been employed by the University of Saint Joseph before? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when and in what position(s)?	
Do you have any relatives working for the University of Saint Joseph? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please list, with relationships.	
Are you currently a student at USJ? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please indicate status: Undergraduate Graduate Full-Time Part-Time	

Are you legally eligible to work in the United States? Yes No	Are you age 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are under 18, do you have working papers? Yes No
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EDUCATION AND TRAINING

LEVEL	SCHOOL	CITY	STATE	NO. OF YEARS	DEGREE EARNED or NUMBER CREDITS	GPA
High School						
Technical						
College						
College						
Graduate						
Graduate						
Other						

Please list all Specialized Certificates or Degrees you have earned.			
Degree / Certificate	Subject	School	City & State

If you are applying for a job which will entail transporting students and/or driving a University vehicle, please answer the following:

Do you have a Driver's License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a Public Service License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a Commercial Drivers License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Optional: Do you speak, read, or write a language other than English?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<u>Speak</u>	<u>Read</u>	<u>Write</u>
Language:					
Language:					

NOTICES

Equal Opportunity Employer

The University of Saint Joseph is accredited by the New England Association of Schools and Colleges, Inc. and the State of Connecticut Board of Higher Education. The University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, or any other characteristic protected by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices (unless there is a bona fide occupational qualification related to employment).

Campus Safety Disclosure Statement

Notice is hereby given that, in accordance with the Connecticut Campus Safety Act (Public Act 90-259), the Uniform Campus Crime Report for University of Saint Joseph is available from the University's Office of Campus Safety and will be provided UPON REQUEST.

At Will Employment

The University of Saint Joseph is an "at will" employer, and reserves the right to terminate employment or change the conditions of employment, including but not limited to compensation and benefits, with or without cause, and with or without notice, at any time.

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EMPLOYMENT HISTORY

List all employment in order, beginning with current or most recent. Include military experience if applicable. Do not reference resume. Attach additional pages if necessary

Employer	Dates of Employment (month, year) From: To:	Salary / Wage Start: End:
Mailing Address	Position	Type of Organization
City State	Duties	
Telephone Number ()		
Supervisor's Name May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving	

Employer	Dates of Employment (month, year) From: To:	Salary / Wage Start: End:
Mailing Address	Position	Type of Organization
City State	Duties	
Telephone Number ()		
Supervisor's Name	Reason for Leaving	

Employer	Dates of Employment (month, year) From: To:	Salary / Wage Start: End:
Mailing Address	Position	Type of Organization
City State	Duties	
Telephone Number ()		
Supervisor's Name	Reason for Leaving	

REFERENCES

Please list at least four employment references that you give permission for us to contact.

Name	Address	Telephone Number	How Long Known?	How Associated?
Employment:		()		
Employment:		()		
Employment:		()		
Employment:		()		

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EMPLOYMENT APPLICATION DISCLAIMER and RELEASE OF INFORMATION AUTHORIZATION (Please Read Carefully Before Signing)

I certify that all statements given on this application and all other information provided are true and accurate, and I understand that falsification, omission, or misrepresentation in this or any other personnel record can result in my termination, if hired. I authorize verification of all statements contained in this application (and the accompanying resume, if any). I authorize the University of Saint Joseph and/or Strategic Information Resources* to contact my present employer (unless otherwise noted in this application form), past employers, and listed references. I authorize any person, school, current or previous employer, and organizations including state, local, or federal law enforcement authorities to provide the University of Saint Joseph and/or Strategic Information Resources with relevant information regarding my work history and personal background, including but not limited to, education, professional licensing, criminal history, driving history, personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to qualifications for employment, including reasons for termination from past employment, and I release University of Saint Joseph, Strategic Information Resources and all other such persons and organizations from any legal liability in connection with the request for and release of such information. (*Strategic Information Resources is a vendor employed by the University of Saint Joseph to conduct pre-employment background screening checks.)

I authorize University of Saint Joseph to conduct any and all such background investigations as it deems necessary, including but not limited to, an investigation of police records and a protective services background check. By completing and signing this form, I authorize, without reservation, any party, including but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, contacted by University of Saint Joseph or Strategic Information Resources to furnish any or all of the above listed information. My signature below releases University of Saint Joseph and Strategic Information Resources from any and all liability for damages arising from the investigation and disclosure of the requested information. Further, it releases and discharges all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith, provide to University of Saint Joseph or Strategic Information Resources the above mentioned information as requested, in order to successfully complete a background investigation.

I agree that if I am offered employment by University of Saint Joseph and accept, my employment will be employment "at will" and that my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either University of Saint Joseph or me. I understand that neither this application nor any other personnel form will constitute a contract for employment, and that the University may change the conditions of employment, including but not limited to compensation and benefits, at any time. If hired, I agree, as a condition of employment, to keep confidential and not disclose to anyone all information acquired during employment which is of a confidential, proprietary, or privileged nature.

I understand that University of Saint Joseph is an Equal Opportunity Employer and does not discriminate in employment. It is understood that no question on this employment application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

Your signature authorizes a photocopy or fax copy of this authorization to be as valid as the original.

Signature of Applicant

Date

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VOLUNTARY EQUAL OPPORTUNITY SURVEY INFORMATION

University of Saint Joseph is an Equal Opportunity Employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law; and is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the University invites candidates for employment to voluntarily self-identify their gender and race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

We appreciate your willingness to voluntarily comply with our request to complete this confidential survey. It will be kept separate from your employment application and will have no bearing on hiring decisions.

Name (printed): _____ **Date:** _____

Position Seeking: _____

Please check one: **Female** **Male**

Are you Hispanic or Latino? **Yes** **No**

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

If you checked Yes above, please do not proceed further. If you checked No above, please answer the following:

Do you identify with Two or More Races (not Hispanic or Latino) as defined below?

Yes **No**

Please check one or more of the following:

American Indian or Alaskan Native

A person 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

A person 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

A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

HOW DID YOU LEARN ABOUT THE POSITION FOR WHICH YOU ARE APPLYING?

	Location of Posting / Name of Referral Source
_____ Posting	_____
_____ Newspaper Advertisement	_____
_____ Referral	_____
_____ Job Fair / Open House	_____
_____ Walk-in	_____
_____ Other: _____	_____