



EMPLOYMENT APPLICATION
 EMPLOYMENT AND COMPENSATION DIVISION
 120 S. BURROWES STREET
 UNIVERSITY PARK, PA 16801-3857

Job Information: (814) 865-JOBS
 Telecommunication Device for the Deaf (814) 863-0304

In accordance with the Cleary Act, the University is required to provide applicants with crime statistics for each location. Applicants may view this information at <http://www.psu.edu/dept/police/>

PLEASE PRINT IN INK OR TYPE (If you need additional space or wish to make remarks, please continue on a separate sheet of paper.)

Last Name		First Name		Initial	PSU ID Number	Today's Date
Address — No. and Street				City, State — Zip Code		Email Address
Telephone Numbers		Home	Area Code	/	Type of Work Desired <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	
		Work	Area Code	/		
May we contact you at your place of Employment?				<input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a U.S. Worker, or able to produce documentation authorizing your employment in the U.S. without restriction? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you are under 18 years of age, please indicate your birth date						
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please fill out below.						
Dates		Department			Name of Supervisor	
From	To					
Have you ever been convicted of any criminal offense other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes*, please explain:						
*Note: A conviction will not necessarily bar you from employment. Each conviction is judged on its own merits with respect to time, circumstances and seriousness.						

EDUCATION AND TRAINING

School	Name	City	State	Dates Attended	Graduated (Yes/No)	Diploma or Degree Rec'd	Course or Major Area of Study
High School							
College or University							
College or University							
College or University							
Other (e.g., business school, nursing school, technical school, military training, etc.)							
List trade or professional organizations of which you are a member, including office held, if applicable, and professional licenses and certifications you consider significant. Note Commercial Drivers License (list endorsements) as well as Pesticide Applicator's Licenses, if applicable. List specialized training, if appropriate, e.g., computer hardware and software knowledge, typing, shorthand or office machines (including years of study), apprenticeships, or other skills.							

EMPLOYMENT RECORD

Present or Last Employer	Name and Address of Business, Firm, or Institution	Zip Code	Current or Final Salary
	Kind of Business	Dates Employed	From To
	Describe your duties		
	Name and job title of supervisor	Your reason for leaving	
	May we contact your present supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Next Previous Employer	Name and Address of Business, Firm, or Institution	Zip Code	Final Salary
	Kind of Business	Dates Employed	From To
	Describe your duties		
	Name and job title of supervisor	Your reason for leaving	
Next Previous Employer	Name and Address of Business, Firm, or Institution	Zip Code	Final Salary
	Kind of Business	Dates Employed	From To
	Describe your duties		
	Name and job title of supervisor	Your reason for leaving	
Longest Employer If Not Listed Above	Name and Address of Business, Firm, or Institution	Zip Code	Final Salary
	Kind of Business	Dates Employed	From To
	Describe your duties		
	Name and job title of supervisor	Your reason for leaving	

U.S. MILITARY SERVICE

Branch	Dates of Service	From	To	Present or Last Rank
Job Title	From	To	Job duties performed	

I certify that the information I have given is complete, true and correct to the best of my knowledge and belief. I understand that any misrepresentation of information by me can cancel this application or be cause for my termination in the event I am employed by the University.

Signature _____ Date

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications, as determined by University policy, or by state or federal authorities. The Pennsylvania State University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 201 Willard Building, University Park PA 16802-2801; tel. (814) 863-0471; TDD (814) 865-3175.