

An equal opportunity/affirmative action employer offering employment consideration to all persons regardless of race, color, religion, sex, age, national origin, sexual orientation, marital status, or disability.

# EMPLOYMENT APPLICATION



Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Street Apt # City State Zip

Position Desired \_\_\_\_\_  
 Regular  Full-time  Day  Temporary (to what date)  Part-time  Evening  Rotation  Nights  Weekends  
 Expected Salary: \_\_\_\_\_  
 Date available for employment \_\_\_\_\_

How did you hear of this opening?  Newspaper  Agency  Employee  Other (explain) \_\_\_\_\_

How you ever been employed by Temple University or Temple University Health System?  Yes  No If yes, where and when? \_\_\_\_\_

Do you have the legal right to work in the United States?  Yes  No If no, please explain \_\_\_\_\_

Do you have any relatives working at Temple University or Temple University Health System?  Yes  No If yes, please identify \_\_\_\_\_

## U.S. MILITARY SERVICE

Branch of Service \_\_\_\_\_ Active service dates: from \_\_\_\_\_ to \_\_\_\_\_  
(month/year) (month/year)

## EDUCATION

TYPE	NAME and LOCATION	DID YOU GRADUATE? Yes/No	COURSE or DEGREE	LAST YEAR ATTENDED
High School				
College				
Graduate School				
Business or Vocational Trade School				
Other				

PROFESSIONAL LICENSURE: Registry, license, or certification held: \_\_\_\_\_  
 NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ STATE: \_\_\_\_\_

## EMPLOYMENT HISTORY

Please complete the following information, beginning with current or most recent employer.

1. Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Position \_\_\_\_\_ Name/Title of Supervisor \_\_\_\_\_ Salary \$ \_\_\_\_\_

Brief Description of Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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**EMPLOYMENT HISTORY continued**

2. Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Position \_\_\_\_\_ Name/Title of Supervisor \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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**EMPLOYMENT HISTORY continued**

3. Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Position \_\_\_\_\_ Name/Title of Supervisor \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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**EMPLOYMENT HISTORY continued**

4. Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Position \_\_\_\_\_ Name/Title of Supervisor \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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**EMPLOYMENT HISTORY continued**

5. Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Position \_\_\_\_\_ Name/Title of Supervisor \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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**EMPLOYMENT HISTORY continued**

6. Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Position \_\_\_\_\_ Name/Title of Supervisor \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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**EMPLOYMENT HISTORY continued**

7. Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Position \_\_\_\_\_ Name/Title of Supervisor \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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**EMPLOYMENT HISTORY continued**

8. Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Position \_\_\_\_\_ Name/Title of Supervisor \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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**REFERENCES:** Please provide the names of three working references (other than relatives) whom we can contact.

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Person to be notified  
In case of emergency:

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_

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## Information Acknowledgement

### PLEASE READ BEFORE SUBMITTING

I understand that in addition to verifying previous employment history, degrees, licenses and certifications, it is the practice of Temple University to conduct background checks for certain selected positions, which may include criminal, credit, motor vehicle checks as well as a pre-employment health assessment, including a drug screening or other blood or urine test as it deems appropriate. Additionally, I am aware candidates for employment in those positions that regularly come into contact with children, or provide direct services to children, are required to submit a clearance report defined by Act 33 of the Commonwealth of Pennsylvania.

In applying for employment with Temple University, I certify that the above information is accurate and correct to the best of my knowledge. I understand that misrepresentation or omission of requested information is cause for rejection or dismissal. I authorize Temple University to investigate my work history and to obtain any and all information (except from my present employer) that is considered necessary for employment consideration.

I authorize Temple University to contact my current employer  Yes  No

**I have carefully read the above information Acknowledgement and I understand and agree to all of the statements.**

Please sign and date your application:

Signature \_\_\_\_\_ Date \_\_\_\_\_

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