



STAFF EMPLOYMENT APPLICATION

(Please Print and Use Ink)

The University of Pittsburgh is an Equal Opportunity Affirmative Action Employer.

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or veteran of the Vietnam era. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state and/or local laws and regulations.

Last name _____ First name _____ MI _____ SS # _____
 Address _____ City _____ State _____ Zip _____
 Other names used _____ E-mail _____
 Home phone (____) _____ - _____ Day phone (____) _____ - _____ Cell phone (____) _____ - _____

Employment History

(List current and previous employers – most recent first)

Employer _____ Job title _____
 Dates: From _____ To _____ Hourly rate/salary _____ Reason for leaving _____
 Supervisor's Name/Title _____ Phone (____) _____ - _____ E-mail _____
 May we contact? *
 Yes No Work performed _____

 Computer Skills _____ Other Skills _____

Employer _____ Job title _____
 Dates: From _____ To _____ Hourly rate/salary _____ Reason for leaving _____
 Supervisor's Name/Title _____ Phone (____) _____ - _____ E-mail _____
 May we contact? *
 Yes No Work performed _____

 Computer Skills _____ Other Skills _____

Employer _____ Job title _____
 Dates: From _____ To _____ Hourly rate/salary _____ Reason for leaving _____
 Supervisor's Name/Title _____ Phone (____) _____ - _____ E-mail _____
 May we contact? *
 Yes No Work performed _____

 Computer Skills _____ Other Skills _____

References

PLEASE PROVIDE THREE ADDITIONAL PROFESSIONAL OR PERSONAL REFERENCES THAT WE MAY CONTACT

Name _____ Title/ Relationship _____ Phone/ E-mail _____
 Name _____ Title/ Relationship _____ Phone/ E-mail _____
 Name _____ Title/ Relationship _____ Phone/ E-mail _____

* Please note: The University reserves the right to contact this employer as stated in the certification statement of this application.

Education

			Did you graduate?	
	Date	Agency	Yes	No
Licenses/Certificates _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
High School _____	Major _____	Degree _____	<input type="checkbox"/>	<input type="checkbox"/>
College _____	Major _____	Degree _____	<input type="checkbox"/>	<input type="checkbox"/>
Graduate School _____	Major _____	Degree _____	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	Major _____	Diploma/ Degree _____	<input type="checkbox"/>	<input type="checkbox"/>

Personal Data

	Yes	No
Are you a citizen or national of the United States, or an alien lawfully admitted for permanent residence, or an alien authorized by the US Citizenship and Immigration Services to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently or were you previously employed by the University in a staff, faculty, or student capacity, or in any capacity for remuneration? IF YES: Please state department, dates of employment, and affiliation:	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been involuntarily terminated from employment? IF YES: Give details.	<input type="checkbox"/>	<input type="checkbox"/>
Are you applying for a position that requires the operation of a motor vehicle? IF YES: Do you have a current, valid driver's license? Do you have a current, valid commercial driver's license? Please provide your driver's license information: State _____ No. _____ List all vehicle code violations, including dates for each violation and the state in which it was committed.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have you ever been convicted of, pled guilty to, or entered a plea of no contest or <i>nolo contendere</i> to any felony or misdemeanor in any state or federal court? IF YES: Give details (a "yes" response will not automatically disqualify you from employment; relevant facts and circumstances will be considered).	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives employed at the University of Pittsburgh? IF YES: Specify name(s) and relationship(s).	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any financial obligations to the University, i.e. tuition, library fees, parking tickets, student health services, etc., including but not limited to student aid loans (NDSL/Perkins, HPSSL, NSL, etc.)? IF YES: Are they delinquent? IF YES: Give details.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

IMPORTANT: PLEASE READ AND SIGN BELOW

The University of Pittsburgh selects applicants based upon their qualifications and the requirements of a particular position. We ask that you be as specific as possible when completing this application. Your employment history and skills will be evaluated; it is not possible to interview all applicants.

I understand that official job offers from the University of Pittsburgh may be made only by the Office of Human Resources, and that offers made by any other department, office or person are unauthorized and not binding.

I understand that, if employed, my hours of work and other working conditions are subject to change at the University's discretion, and both the University and I have the right to terminate my employment at any time with or without cause, and that no one has any authority to make any representation or agreement to the contrary.

I understand that my filing an application with the University does not obligate the University in any way.

I certify that the information herein and all documents included with my application, is complete, accurate and truthful to the best of my knowledge and belief. I hereby authorize the University of Pittsburgh to conduct a background/reference check to investigate any or all statements I have made in this application and/or during any interview(s). I hereby authorize my current and previous employers and my references to give the University of Pittsburgh any information concerning my performance, behavior, competence, experience, ethics, character and any other qualifications for employment. I also authorize the University of Pittsburgh to obtain transcripts and verify my degrees. I release the University of Pittsburgh, its employees, agents, officers and trustees, as well as any person or entity which provides information pursuant to this authorization, from any and all liability that may arise from the University's verification of my prior employment history, criminal record, educational record, references and any other information.

I understand that any misrepresentation or material omission on this application or during any employment interview constitutes grounds for refusal to employ me or for immediate dismissal if I am subsequently employed.

Signature _____

Date _____

TO ALL PROSPECTIVE EMPLOYEES

As mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and The Pennsylvania College and University Security Information Act, the University of Pittsburgh has available a brochure that describes safety and security policies, procedures and programs on the Greensburg campus, as well as campus statistics for the past three years.

If you would like a copy of this brochure, write to Mrs. Joyce Bucchi, c/o University of Pittsburgh at Greensburg at the address listed below, or you can access our web site at <http://www.upg.pitt.edu/>.

108 Lynch Hall, 150 Finoli Drive, Greensburg, PA 15601