

UNIVERSITY of DUBUQUE

EMPLOYMENT APPLICATION

Please print or type all information and return to:

Mail: Human Resources Department
2000 University Ave.
Dubuque, IA 52001

Fax: (563) 589-3352

Email: HR@dbq.edu

PERSONAL INFORMATION

Application for Position of: _____		How did you learn of this vacancy? _____	
Last Name: _____	First Name: _____	Middle Name: _____	
Present Address (Include City, State, & Zip): _____			
Phone Number: _____	Alternative Phone Number: _____	Email Address: _____	
Have you ever applied with us before?	When? _____	Position? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you work overtime if asked?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for permanent employment in the United States?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a felony within the last seven (7) years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain: _____			

Have you ever been fired or asked to resign from a job?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain: _____			

In accordance with federal, state, and local law, pending criminal charges or any convictions will not be considered unless they are substantially related to circumstances of the position for which you are applying.			

EDUCATION & TRAINING

Grammar & High School (Check highest year completed)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
Do you have a GED or a High School Equivalency Diploma?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA									
Name and Location of High School: _____												
TRAINING BEYOND HIGH SCHOOL (College or University, Nursing, Business College, or other schools you have attended)												
Check the number of years in college or University:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8				
Name & Location of Institution: _____							Dates Attended: _____					
Major: _____						Degree Conferred and Year: _____						
Name & Location of Institution: _____							Dates Attended: _____					
Major: _____						Degree Conferred and Year: _____						

EDUCATION & TRAINING- CONTINUED

Describe any education or training not covered above (vocational school, correspondence courses, service schools, in-service training), which you feel is relevant to the job for which you are applying. Include relevant licenses, certificates or other information you feel might be pertinent to the position. (BE SPECIFIC)

WORK EXPERIENCE

Provide a complete description of your job duties. This information will be used to determine if you meet the minimum job qualifications. Be specific. Start with your most recent job. List ALL of your employment history. (Additional employment data may be attached on a separate sheet.) Be certain to include service in the Armed Forces.

Employer:	Dates of Employment:	Salary:
Position:	Reason for Leaving:	
Name & Phone number of Supervisor:		
Major Duties:		

Employer:	Dates of Employment:	Salary:
Position:	Reason for Leaving:	
Name & Phone number of Supervisor:		
Major Duties:		

Employer:	Dates of Employment:	Salary:
Position:	Reason for Leaving:	
Name & Phone number of Supervisor:		
Major Duties:		

If presently employed, may we contact your employer? Yes No

PROFESSIONAL REFERENCES

Name:	Address:	Phone #:
Name:	Address:	Phone #:
Name:	Address:	Phone #:

APPLICATION CERTIFICATION STATEMENT: (Please sign and date the following statement)

I certify that all information on this Application is accurate, complete, and true to the best of my knowledge. I understand that providing any false, inaccurate, incomplete or misleading information may result in my disqualification from consideration for employment with the University of Dubuque or dismissal from employment if I am hired.

All regular, full-time and part-time external candidates for employment with the University of Dubuque, as well as potential re-hires with a break in service, must undergo a pre-employment background investigation as part of the employment screening process. No external employment candidates may begin work for the University until the appropriate screenings have been completed.

Applicants Signature

Date