

Position you are applying for:		Department:	Internal use only: Posting #: Position Control #:
Name (First Middle LAST)		Other names under which you have attended school or been employed	
Street Address	City	State & Zip	
Social Security #:	Home Phone	Work Phone	
USP Student ID, if applicable:	()	()	

Are you able to work in the United States?	<input type="checkbox"/> yes <input type="checkbox"/> no	
Are you 18 years of age or older?	<input type="checkbox"/> yes <input type="checkbox"/> no	If NO, current age:
Have you ever been employed by University of the Sciences in Philadelphia?	<input type="checkbox"/> yes <input type="checkbox"/> no	If YES, dates of employment:
Are you related to anyone currently employed by, or on the Board of, University of the Sciences in Philadelphia?	<input type="checkbox"/> yes <input type="checkbox"/> no	If YES, name & relationship:
Have you ever been convicted of a crime other than a minor traffic violation?	<input type="checkbox"/> yes <input type="checkbox"/> no	If YES, you may be asked to describe if interviewed. Conviction is NOT automatically a bar to employment
If required for position, do you have a valid driver's license?	<input type="checkbox"/> yes <input type="checkbox"/> no	If YES: State & expiration date:
How did you learn about this position vacancy?		

EDUCATION. Please list schools in order attended. This section should be completed in full, please do not refer to your resume.

NAME of SCHOOL	LOCATION	DID YOU GRADUATE	If YES, give date of graduation, degree & major If NO, give approximate credits remaining
		<input type="checkbox"/> yes <input type="checkbox"/> no	
		<input type="checkbox"/> yes <input type="checkbox"/> no	
		<input type="checkbox"/> yes <input type="checkbox"/> no	
		<input type="checkbox"/> yes <input type="checkbox"/> no	

SKILLS. Please list technical skills, clerical skills, credentials or certifications relevant to this position. Include computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, good, expert).

EMPLOYMENT HISTORY. Show your entire work history, starting with your most recent or current employer. Attach additional sheets if you've held more than 3 positions. Include military or full-time volunteer commitments. Explain any gaps in your employment history. All sections should be completed, except that you may refer "Primary Duties" to an attached resume.

PLEASE NOTE: University of the Sciences in Philadelphia reserves the right to contact all current and former employers for reference information.

Dates Employed (month/year) From: _____ To: _____ <input type="checkbox"/> Full time <input type="checkbox"/> Part time Hrs/wk: _____		Starting Position Title:	Final or Current Position Title:
Salary: Starting: _____ Final: _____		Organization Name & Address	
Supervisor's Name, Title & Phone #		Other Reference Name, Title & Phone #	Contact my current references <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:	
Dates Employed (month/year) From: _____ To: _____ <input type="checkbox"/> Full time <input type="checkbox"/> Part time Hrs/wk: _____		Starting Position Title:	Final or Current Position Title:
Salary: Starting: _____ Final: _____		Organization Name & Address	
Supervisor's Name, Title & Phone #		Other Reference Name, Title & Phone #	Contact my current references <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:	
Dates Employed (month/year) From: _____ To: _____ <input type="checkbox"/> Full time <input type="checkbox"/> Part time Hrs/wk: _____		Starting Position Title:	Final or Current Position Title:
Salary: Starting: _____ Final: _____		Organization Name & Address	
Supervisor's Name, Title & Phone #		Other Reference Name, Title & Phone #	Contact my current references <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:	

PLEASE READ CAREFULLY & SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION:

I hereby affirm that all information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, are grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize University of the Sciences in Philadelphia to investigate, without liability, all statements contained in this application and supporting materials. I authorize former employers and references, without liability to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical examination and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for guaranteed employment. I understand that both University of the Sciences in Philadelphia and I would have the right to end any employment relationship at any time, for any reason, except for a reason expressly prohibited by law. If employed, I will work as assigned and will conduct myself in accordance with the policies, practices, and expectations of University of the Sciences in Philadelphia. I understand that proof of employment eligibility will be required if I am offered employment.

APPLICANT
SIGNATURE _____

DATE _____