



Santa Clara University

Employment Application

Name _____

Date _____

Position(s) Applied for

Santa Clara University is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity, and, in this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups. The University will provide reasonable accommodations to all qualified individuals with a disability.

Santa Clara University annually collects information about campus crimes and other reportable incidents in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To view the Santa Clara University report, please go to the Campus Safety Services website at www.scu.edu/cs/. The report includes the type of crime, venue and number of occurrences.

Please respond completely. Attach additional pages if necessary. (Please type or print)

PERSONAL INFORMATION:

Date: _____

Name: _____ Phone: _____

Address: _____
Street City State Zip

Do any relatives work for Santa Clara University, Referred
If yes, state their name and relationship: _____ By: _____

Are you at least 18 years of age? Yes No
(If under 18 years of age, hire is subject to verification that you are of minimum employable age)

If hired, can you present proof of your U.S. citizenship or proof of your legal right to live and work in this country?
 Yes No

EMPLOYMENT DESIRED:

Position applying for: _____ If hired, date you can start: _____

How did you learn of this opening? _____

Salary Desired _____ What days and hours
are you available to work? _____

Type of work requested? Full-Time Part-Time

Are you able to work over-time if requested? Yes No

Are you currently employed? Yes No If yes, employer name: _____

Are you able to perform the essential functions of the job for which you are applying either with or without reasonable accommodations?

Yes No

If no, please describe the functions that cannot be performed:

(Note: SCU complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

EDUCATION AND TRAINING:

Name of School, Address, City and State	No. of Years Completed	Course or Major	Did you graduate?	Degree/Diploma
High School				
College/University				
Graduate School				
Trade or Business School				
Other Training				

Have you ever been convicted of a felony? (Do not include any sealed or expunged convictions. Convictions for marijuana related offenses that are more than two years old need not be listed)

No Yes

If yes, please state the nature of the crime(s), when and where convicted, and the disposition of the case:

(Conviction will not necessarily disqualify applicant from employment. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)

FORMER EMPLOYERS: (List below each of your previous employers, starting with the most recent):

Attach a separate page if necessary. You must complete this section even if attaching a resume.

Date (Month/Year)	Company Name, Supervisor Name, Address of Employer, and Telephone Number	Salary	Position	Reason for Leaving
From/To				
From/To				
From/To				

Have you ever been discharged for cause from any of the above positions?

No Yes -- Explain reasons _____

REFERENCES:

List three persons, excluding relatives, who have knowledge of your work experience.

Name	Address	Occupation	Years Acquainted	Phone Number

Please carefully read the following statements and initial that you understand and acknowledge each one:

1. I understand that if I am offered employment, I will as a condition of employment, be required to submit proof of my identity and legal right to work in the United States. _____
2. I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. _____
3. I understand that I will be required to possess a current and valid California driver's license if my job requires me to drive in the course of my work. _____
4. I authorize Santa Clara University to investigate all statements contained in this application, any supporting documents and any oral representations I make. I authorize Santa Clara University to investigate my past and present work, character, education, military, and criminal background, and to secure any and all information which may be pertinent to my employment qualifications from former employers, educational institutions, government agencies and/or any references I have provided, and for those parties to provide information concerning my experience. I hereby release Santa Clara University, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. _____
5. I understand that the above conditions can only be modified or amended in writing by the Assistant Vice President of Human Resources for Santa Clara University. _____

DATE: _____ SIGNATURE: _____



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 Santa Clara University
 500 El Camino Real
 Santa Clara, California, 95053-0850

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 Fax: (408) 554-5488
 Web Address: <http://www.scu.edu/hr>