



University of Pennsylvania

Division of Human Resources. 3401 Walnut Street, Fifth Floor, Philadelphia, PA 19104-6228
Tel: (215) 898-7284 Fax: (215) 898-0682 WWW.HR.UPENN.EDU

Application for Employment

Reference number and

Position for which you are applying:

Last Name	First Name	Middle Initial
Street Address	City, State	Zip Code
Telephone	E-mail	
Type of work you prefer: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Limited Service		

How did you learn about the position? ☐ Unique Advantage ☐ Penn HR Website/Internet ☐ Other _____

☐ Referred by _____ ☐ Agency _____ ☐ Print Ad _____

Do you have the right to work in the U.S. ? ☐ Yes ☐ No

If you have a visa, indicate visa type and number: _____ Expiration: _____

Have you applied previously to Penn? ☐ Yes ☐ No If yes, date: _____

Are you currently Employed at Penn? ☐ Yes ☐ No Current Supervisor & Dept: _____

Is any family member a Penn Employee? ☐ Yes ☐ No

Do you have a valid driver's license? ☐ Yes ☐ No

If you are under the age of 18, do you have working papers? ☐ Yes ☐ No

What is your desired salary? _____

Have you ever been convicted of, pled guilty to, or entered a plea of no contest or no lo contendere to any crime other than a summary offense or summary motor vehicle violation?

☐ Yes ☐ No If yes, please explain: _____

(Note: Criminal history will not automatically result in denial or loss of employment)

EDUCATION

High School	No. of Years Completed	Diploma or Degree	Program or Major
Vocational-Technical School	No. of Years Completed	Degree/Year Graduated	Program or Major
College	No. of Years Completed	Degree/Year Graduated	Program or Major
Graduate/Professional School	No. of Years Completed	Degree/Year Graduated	Program or Major
Other Specialized Training/Certification	No. of Years Completed	Degree/Year Graduated	Program or Major

WORK HISTORY *You MUST complete this information in full. "SEE ATTACHED RESUME" IS NOT ACCEPTABLE.*

Most Recent Employer: Starting Salary: Ending Salary:

Address: City & State:

Month/Year Began: Month/Year Left: Reason for leaving:

Supervisor's Name/Title: Telephone:

Duties Performed:

Previous Employer: Starting Salary: Ending Salary:

Address: City & State:

Month/Year Began: Month/Year Left: Reason for leaving:

Supervisor's Name/Title: Telephone:

Duties Performed:

Previous Employer: Starting Salary: Ending Salary:

Address: City & State:

Month/Year Began: Month/Year Left: Reason for leaving:

Supervisor's Name/Title: Telephone:

Duties Performed:

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).

Please read carefully and sign:

I have carefully read the application statement and have provided accurate information to the best of my knowledge. The facts set forth in this application are true and complete. **Permission is give to the University of Pennsylvania to verify all information I have provided in this application.** I authorize all persons or entities I have referred to in this application to provide any relevant information to the University of Pennsylvania or its agents for use in investigation and release them from any liability in doing so.

I understand and agree that any omission or misrepresentation of facts in my application will be justification for refusal or termination of employment. I understand that this employment application and any other University documents or statements are not contracts of employment. I acknowledge that employment at the University of Pennsylvania is at will, meaning I will be free to leave at anytime and my appointment may be terminated for any reason at any time. Employment is contingent upon satisfactory completion of employment and reference checks. A minimum of two reference checks are required for employment, one of which must be from the applicant's current supervisor.

Signature of Applicant: _____ Date Signed: _____