

NAME _____

PERSONAL DATA

Are you authorized to work in the U.S.?

NO YES

Do you currently require sponsorship for U.S. employment authorization or will you require it in the future?

NO YES

Are you currently or were you previously employed by the University in a staff, faculty, graduate student or student capacity, or in any capacity for remuneration? If yes, give department and dates of employment and affiliation.

NO YES

Do you have any relatives (by blood or marriage) that are currently or were previously employed by Duquesne University? If yes, please list all names(s), relationship(s) and department(s).

NO YES

Are you currently enrolled as a student at Duquesne University? If yes, indicate number of credits for which you are currently enrolled and the program or school in which you are enrolled.

NO YES

Have you ever been convicted of a crime classified as a misdemeanor or felony? (Note: A conviction will not necessarily bar you from employment). If yes, give details.

NO YES

Do you have any criminal charges pending against you? If yes, give details.

NO YES

In case of emergency, please contact

Name:

Cell Phone:

Home Phone:

JOB INTEREST

Position Title:

Position Number:

General area of occupational interest:

Full time Part time Temporary
If part time: hours, days available:

Date Available for Employment

Minimum Acceptable Monthly Salary

EDUCATION AND TRAINING — LIST MOST RECENT FIRST

High School, College, University or Technical School Attended	Diploma/Degree Type	Major	Did You Graduate	Credits Completed
			<input type="radio"/> YES <input type="radio"/> NO	
			<input type="radio"/> YES <input type="radio"/> NO	
			<input type="radio"/> YES <input type="radio"/> NO	
			<input type="radio"/> YES <input type="radio"/> NO	

Professional/Trade License or Certification (List)

Membership in Professional, Civic, Honorary or Technical Organizations (List)

SKILLS/APTITUDES — CHECK AS APPLICABLE; ALSO LIST ANY SPECIAL SKILLS YOU POSSESS

Windows Microsoft Word Excel Powerpoint PageMaker FileMaker
 Macintosh Photoshop QuarkXPress Internet Databases Access
 Cognos Banner Other Software _____

Keyboarding/Typing - WPM _____ Data Entry Other Skills _____

Laboratory/Research Skills _____ Foreign Language Proficiency _____

EMPLOYMENT HISTORY

LIST CURRENT AND PREVIOUS EMPLOYERS — MOST RECENT FIRST (VOLUNTEER/UNPAID SERVICES ARE ALSO ACCEPTABLE)

Employer's name	Dates employed From _____ To _____	Final salary
Address	Supervisor's name	Phone number
City _____ State _____ Zip Code _____	Reason for leaving	
Job titles and duties (<i>include specific skills to perform duties outlined</i>) Title: _____	<input type="radio"/> Full time <input type="radio"/> Part time	May we contact employer for reference? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UPON CONTINGENT OFFER
Duties: _____ _____ _____		

Employer's name	Dates employed From _____ To _____	Final salary
Address	Supervisor's name	Phone number
City _____ State _____ Zip Code _____	Reason for leaving	
Job titles and duties (<i>include specific skills to perform duties outlined</i>) Title: _____	<input type="radio"/> Full time <input type="radio"/> Part time	May we contact employer for reference? <input type="radio"/> YES <input type="radio"/> NO
Duties: _____ _____ _____		

Employer's name	Dates employed From _____ To _____	Final salary
Address	Supervisor's name	Phone number
City _____ State _____ Zip Code _____	Reason for leaving	
Job titles and duties (<i>include specific skills to perform duties outlined</i>) Title: _____	<input type="radio"/> Full time <input type="radio"/> Part time	May we contact employer for reference? <input type="radio"/> YES <input type="radio"/> NO
Duties: _____ _____ _____		

Employer's name	Dates employed From _____ To _____	Final salary
Address	Supervisor's name	Phone number
City _____ State _____ Zip Code _____	Reason for leaving	
Job titles and duties (<i>include specific skills to perform duties outlined</i>) Title: _____	<input type="radio"/> Full time <input type="radio"/> Part time	May we contact employer for reference? <input type="radio"/> YES <input type="radio"/> NO
Duties: _____ _____ _____		

If required, additional sheet may be inserted.

DUQUESNE UNIVERSITY MISSION STATEMENT

"Duquesne University of the Holy Spirit is a Catholic University, founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious. Duquesne serves God by serving students—through commitment to excellence in liberal and professional education, through profound concern for moral and spiritual values, through the maintenance of an ecumenical atmosphere open to diversity, and through service to the Church, the community, the nation and the world."

Please describe how you would support and contribute to the University Mission:

REFERENCES

PLEASE LIST THREE PROFESSIONAL/BUSINESS REFERENCES — CURRENT OR FORMER SUPERVISORS PREFERRED

Complete Name	Business or Home Address	Occupation/Relationship	Telephone

FOR HUMAN RESOURCES USE ONLY

REFERRAL SOURCE

- | | |
|---|---|
| <input type="checkbox"/> PG - Local Classified Ads | <input type="checkbox"/> NC - National Classified Ads |
| <input type="checkbox"/> CH - The Chronicle of Higher Education | <input type="checkbox"/> OT - Other |
| <input type="checkbox"/> CI - Called In | <input type="checkbox"/> HL - Available Positions Hotline |
| <input type="checkbox"/> CO - Classified, Other Cites | <input type="checkbox"/> PJ - Professional Journals |
| <input type="checkbox"/> CS - Career Services | <input type="checkbox"/> PL - Placement Office _____ |
| <input type="checkbox"/> IN - Internet | <input type="checkbox"/> PA - PA Career Link |
| <input type="checkbox"/> IR - Internal Reference _____ | <input type="checkbox"/> WI - Walk In |
| <input type="checkbox"/> JP - Internal Job Posting | |

COMMENTS

TEST RESULTS

Basic Office Skills: _____ % _____ Min. Typing: _____ wpm
MS Word: _____ % _____ Min. Proofreading: _____ % _____ Min.
MS Excel: _____ % _____ Min. Other: _____