



EMPLOYMENT APPLICATION

St. Thomas University is an Equal Employment Opportunity Employer (EEOC). We do not discriminate against qualified applicants based upon any protected group status, including but not limited to race, color, creed, religion, gender, national origin, ancestry, age, marital status, military or veteran status, sexual orientation, physical or mental disability or medical condition or any other characteristic protected by law as defined.

St. Thomas University, in considering your application for employment, may verify the information set forth on this application and obtain additional information related to your background. STU offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.

Today's Date: _____

APPLICANT

APPLICANT		
Name (Last)	First	Middle Initial
Address	City / State	Zip:
Home Phone#	Mobile Phone#	Email Address
Are you 18 years of age or older? <input type="checkbox"/> yes <input type="checkbox"/> no		
Have you previously worked for St. Thomas University? <input type="checkbox"/> yes <input type="checkbox"/> no		
If yes, dates of employment and position?		

DESIRED POSITION

Position Applying For	Available Start Date	Currently Employed? <input type="checkbox"/> yes <input type="checkbox"/> no
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IMMIGRATION

Authorized to work in the U.S.? <input type="checkbox"/> yes <input type="checkbox"/> no
If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within 3 business days of when you begin work for pay? <input type="checkbox"/> yes <input type="checkbox"/> no

EDUCATION

School Name	City / State	Graduated/ Type Degree <input type="checkbox"/> yes <input type="checkbox"/> no

Do you have any licenses, certifications, or other credentials to work in the position for which you are applying? If so, please list:

EMPLOYMENT HISTORY List most recent employment first

Company (include City / State)		Phone	
Supervisor		May we contact your supervisor? yes <input type="checkbox"/> no <input type="checkbox"/>	
Job Title		Starting Salary	Ending Salary
Responsibilities			
From	To	Reason for leaving	
Company (include City / State)		Phone	
Supervisor		May we contact your supervisor? yes <input type="checkbox"/> no <input type="checkbox"/>	
Job Title		Starting Salary	Ending Salary
Responsibilities			
From	To	Reason for leaving	
Company (include City / State)		Phone	
Supervisor		May we contact your supervisor? yes <input type="checkbox"/> no <input type="checkbox"/>	
Job Title		Starting Salary	Ending Salary
Responsibilities			
From	To	Reason for leaving	

REFERENCES (Please list three professionals)

Full Name		Relationship	
Company	City / State	Phone #	
Full Name		Relationship	
Company	City / State	Phone #	
Full Name		Relationship	

SPECIAL DATA

We are an Equal Opportunity Employer. We request voluntary identification of your sex, and ethnicity/racial group and/or disability so that we can monitor the effectiveness of our EEOC program. Providing the information will not affect your employment application.

<p>Sex:</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Do Not Wish To Identify</p>	<p>Ethnic Group/Race</p> <p><input type="checkbox"/> Hispanic/Latino</p> <p><input type="checkbox"/> White, not Hispanic/Latino</p> <p><input type="checkbox"/> Black/African, not Hispanic/Latino</p> <p><input type="checkbox"/> Asian, not Hispanic/Latino</p> <p><input type="checkbox"/> Native Hawaiian/Other Pacific Islander, not Hispanic/Latino</p> <p><input type="checkbox"/> American Indian or Alaskan Native, not Hispanic/Latino</p> <p><input type="checkbox"/> Two or more races, not Hispanic/Latino</p>
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MILITARY EXPERIENCE

Have you served in the U.S. Military? <input type="checkbox"/> yes <input type="checkbox"/> no	Rank
Date of Service	Date of Discharge (if applicable)
If yes, please describe any relevant skills acquired while serving in the U.S. Military.	

PROTECTED VETERAN CATEGORIES

<input type="checkbox"/> Protected Veteran	<input type="checkbox"/> Not A Protected Veteran	<input type="checkbox"/> Do Not Wish To Identify
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FCRA Authorization to Obtain a Consumer Report (Background/Credit Check)

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize St. Thomas University and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish St. Thomas University or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

DISCLAIMER AND SIGNATURE

St. Thomas University does not discriminate in hiring of terms or conditions of employment on the basis of race, color, creed, religion, sex, national origin, age, disability, genetic information, veteran status, military or any other characteristic protected by law.

I certify that my answers are true and complete to the best of my knowledge. The filing of an application with St. Thomas University does not obligate St. Thomas University to offer employment, or the applicant to accept employment. An offer of employment, if made, is for employment at-will and is not to be construed as an implied contract or guarantee of continued employment for any period of time. St. Thomas University reserves the right to terminate employment of an employee at any time. Any employee also has the right to terminate his/her employment with St. Thomas University at any time.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from the application process or employment with the company. I further understand that the company conducts pre-employment screening that may include background check, drug screen, driving record check as part of the employment. process.

Applicant Signature and Date