



HUMAN RESOURCES  
800 LANCASTER AVENUE  
VILLANOVA, PENNSYLVANIA 19085-1699  
(610) 519-4235

**VILLANOVA**  
University

A CATHOLIC AND AUGUSTINIAN INSTITUTION FOUNDED IN 1842

# EMPLOYMENT APPLICATION

*Please print all information neatly and attach resume.*

## PERSONAL

Name: <i>Last</i> _____ <i>First</i> _____ <i>Middle</i> _____	Today's Date: _____
Address: _____	Phone: Home ( ) _____ Work ( ) _____
City, State, Zip: _____	Social Security No: _____
Previous Villanova Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position Desired: _____
If Yes, When? _____ Department: _____	Salary Desired: _____
Type of work you are seeking: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Availability — Date: _____
If Part-Time, days & hours available: _____	Weekend/Shift Work? <input type="checkbox"/> Yes <input type="checkbox"/> No

## REFERRAL SOURCE

Advertisement  Agency  Friend  Relative  
 Walk-in  Other

## WORK ELIGIBILITY

Do you have the legal right to work in the United States?  Yes  No  
Can you verify your legal right to work in the United States by providing a birth certificate, proof of citizenship or other authorization?  Yes  No

## EMPLOYMENT

*Start with current of most recent employer. Please give complete information for Full-Time, Part-Time and Military Positions, even if resume is attached.*

<b>1</b>	Employed (State Month & Year) From _____ To _____	Employer _____	Address _____	City, State, Zip _____
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual Start _____ End _____	Supervisor — Name, Title and Phone No. _____		Reason for leaving _____
	Job Titles and Duties: _____ _____			
<b>2</b>	Employed (State Month & Year) From _____ To _____	Employer _____	Address _____	City, State, Zip _____
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual Start _____ End _____	Supervisor — Name, Title and Phone No. _____		Reason for leaving _____
	Job Titles and Duties: _____ _____			
<b>3</b>	Employed (State Month & Year) From _____ To _____	Employer _____	Address _____	City, State, Zip _____
	Salary <input type="checkbox"/> Weekly <input type="checkbox"/> Annual Start _____ End _____	Supervisor — Name, Title and Phone No. _____		Reason for leaving _____
	Job Titles and Duties: _____ _____			

We may contact individuals at the employers you have listed above, unless you indicate otherwise.

## DO NOT CONTACT

Employer Number(s) \_\_\_\_\_ Reason(s) \_\_\_\_\_

*Villanova University is an Equal Opportunity, Affirmative Action Institution*

## EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	DATES		COURSE OF STUDY	DID YOU GRADUATE?	DEGREE/ DIPLOMA HELD
		FROM MO/YR	TO MO/YR			
High School						
College						
Graduate						
Tech/Trade						
Other						

Licenses/Certifications: \_\_\_\_\_  
 Relevant/Specialized Training: \_\_\_\_\_

## SKILLS/QUALIFICATIONS

*Complete information for job related skills only*

Languages: Spoken \_\_\_\_\_ Read \_\_\_\_\_ Written \_\_\_\_\_  
 Computers: Type of Equipment \_\_\_\_\_  
 Software: Spreadsheet \_\_\_\_\_ Word Processing \_\_\_\_\_  
 Statistical \_\_\_\_\_ Database \_\_\_\_\_  
 Programming languages \_\_\_\_\_  
 Typing: \_\_\_\_\_ WPM Shorthand: \_\_\_\_\_ WPM Dictaphone:  Yes  No Physical Plant — List Craft Skills: \_\_\_\_\_  
 Other applicable skills: \_\_\_\_\_

List professional, trade, business or civic activities. We are not requesting you to list affiliations which may reveal your race, religion, age, national origin or disabilities. \_\_\_\_\_

## ADDITIONAL QUESTIONS

Do you have a current PA driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a United States military Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If under 18, a work permit or age certificate must be issued through local school district.	Have you ever been convicted of a crime other than a summary offense? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide date, offense and disposition: _____ _____ A conviction record will not necessarily be a bar to employment.

## REFERENCES

*Please complete information for three references excluding relatives and previous employers.*

Name	Address	Office Phone	Home Phone	Relationship

### APPLICANT STATEMENT

I certify that the information provided on this application (and accompanying resume, if applicable) is true and complete to the best of my knowledge.  
 I authorize investigation of all statements contained herein, and the contacting of references and previous employers. I release such persons and all parties from liability for communications involving my potential employment.  
 I understand that neither this application, nor any offer of employment from Villanova University constitute an employment contract, unless a specific document to that effect is executed in writing by both the University and the employee.  
 I understand that my employment is for no specified period of time and may be ended by either myself or by the University at any time.  
 If employed, I understand that false or misleading information provided in my application, résumé or interview(s) may result in immediate discharge.  
 I agree to abide by all rules and regulations of the University.

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date

### EQUAL OPPORTUNITY EMPLOYER

It is the policy and practice of Villanova University to recruit and select applicants on the basis of their qualifications and ability without regard to race, color, religion, national origin, age, sex, disability, or veteran status.

If you would like information concerning our security policies and procedures and crime statistics, please check here .