

**FACULTY AND STAFF EMPLOYMENT****APPLICATION**

Thank you for your interest in employment at Duquesne University. Please complete this application as completely and accurately as possible, and know that it will be thoroughly reviewed and given full consideration.

Duquesne University does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national origin, marital status, genetic history, veteran status or disability. However, as an institution operated in affiliation with the Roman Catholic Church in the U.S., Duquesne University reserves the right to specify as a qualification for employment the ability and willingness to support the values of Roman Catholicism as set forth in the University's Mission Statement.

***Please type or print clearly***

XXX - XX -

\_\_\_\_\_  
*Last Name First Name Middle Last 4 Digits of Social Security No.*

\_\_\_\_\_  
*Street Address City State Zip Code*

\_\_\_\_\_  
*Home Phone Number Business Phone Number*

\_\_\_\_\_  
*Cell Phone Number E-mail Address*

**NOTICE TO APPLICANTS**

Applicants must be willing to contribute actively to the mission and to respect the Spiritan Catholic identity of Duquesne University. That mission is implemented through a commitment to academic excellence, a spirit of service, moral and spiritual values, sensitivity to world concerns, and an ecumenical campus community.

Duquesne University selects applicants based on the qualifications and requirements of a particular position. Your application for employment will be given full consideration for a period of six months. During this time, your employment history and skills will be carefully evaluated by our recruiters. Because it is not possible to interview all applicants, your application is our main source of information. Please be as specific as possible when completing the application. Feel free to add any information that would help us select the most qualified applicant.

- I certify the information contained herein is accurate and truthful to the best of my knowledge and belief. I hereby authorize, and understand that Duquesne University is likely to investigate any or all statements I have made with the understanding that any misrepresentation may be cause for dismissal or refusal to employ.
- I understand that, if employed, hours of work and other working conditions are subject to change at the University's discretion, and employment may be terminated at any time.
- I understand that filing an application at the University does not indicate there are positions open or obligate the University in any way.
- I understand the information contained herein will be held confidential and is, together with all attached papers, the property of the University.
- I hereby authorize the release to the University of any information regarding my educational and/or employment background which is pertinent to my application.

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

LAST NAME

FIRST NAME

DATE

☐ D  
☐ F

FOR OFFICE USE ONLY

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 and dates.

☐ 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<br>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><br>Title: _____ | <input type="radio"/> Full time<br><input type="radio"/> Part time | May we contact employer for reference?<br><input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UPON CONTINGENT OFFER |
| Duties: _____                                                                                     |                                                                    |                                                                                                                                          |
| _____                                                                                             |                                                                    |                                                                                                                                          |
| _____                                                                                             |                                                                    |                                                                                                                                          |

|                                                                                                   |                                                                    |                                                                                              |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Employer's name                                                                                   | Dates employed<br>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><br>Title: _____ | <input type="radio"/> Full time<br><input type="radio"/> Part time | May we contact employer for reference?<br><input type="radio"/> YES <input type="radio"/> NO |
| Duties: _____                                                                                     |                                                                    |                                                                                              |
| _____                                                                                             |                                                                    |                                                                                              |
| _____                                                                                             |                                                                    |                                                                                              |

|                                                                                                   |                                                                    |                                                                                              |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Employer's name                                                                                   | Dates employed<br>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><br>Title: _____ | <input type="radio"/> Full time<br><input type="radio"/> Part time | May we contact employer for reference?<br><input type="radio"/> YES <input type="radio"/> NO |
| Duties: _____                                                                                     |                                                                    |                                                                                              |
| _____                                                                                             |                                                                    |                                                                                              |
| _____                                                                                             |                                                                    |                                                                                              |

|                                                                                                   |                                                                    |                                                                                              |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Employer's name                                                                                   | Dates employed<br>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><br>Title: _____ | <input type="radio"/> Full time<br><input type="radio"/> Part time | May we contact employer for reference?<br><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: _____                     |