

Position \_\_\_\_\_  
Position No. \_\_\_\_\_

**UNIVERSITY OF THE DISTRICT OF COLUMBIA**

**APPLICATION FOR EMPLOYMENT**

(please type or print plainly)

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The Civil Rights Act of 1964 prohibits discrimination because of race, color, religion, national origin or sex. Public Law 90-202 prohibits discrimination because of age. Public Law 93-112 prohibits discrimination because of disability.

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**PERSONAL**

Mr. Miss  
Name Mrs. Ms. \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Present Address \_\_\_\_\_

Office Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

U.S. Citizen \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ If no, state type of visa \_\_\_\_\_

Alien Registration Number \_\_\_\_\_

How did you learn of this opening \_\_\_\_\_

Do you want to work \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Have you worked for the University before? \_\_\_\_\_

If yes, when \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

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**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

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**MILITARY SERVICE RECORD**

Have you ever served in the armed forces? \_\_\_ Yes \_\_\_ No      If yes, what branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_

Rank at discharge \_\_\_\_\_

What were your duties in the service (include special training and duty station)? \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Type of School	Name and Address	Years Attended	Graduated	Major
Elementary				
High School				
College				
Post Graduate				
Business or Trade				
Other				

**RELATIVES CURRENTLY EMPLOYED BY THE DISTRICT OF COLUMBIA GOVERNMENT**

Name	Department	Relationship

**PERSONAL REFERENCE (Excluding former employers or relatives)**

Name and Occupation	Address	Phone Number

**PRIOR WORK HISTORY (List in order, Last or Present Employer First)**

Employer				Type of Business		Employer's Address	
Starting Date		Leaving Date		Starting Base Salary per Year	Final Base Salary per Year	Starting Position Title	Present or Last Position Title
Mo.	Yr.	Mo.	Yr.				
Name of Supervisor						Supervisor's Position Title	

Explain reason for leaving. \_\_\_\_\_

Please describe your duties and responsibilities. \_\_\_\_\_

Employer				Type of Business		Employer's Address	
Starting Date		Leaving Date		Starting Base Salary per Year	Final Base Salary per Year	Starting Position Title	Present or Last Position Title
Mo.	Yr.	Mo.	Yr.				
Name of Supervisor						Supervisor's Position Title	

Explain reason for leaving. \_\_\_\_\_

Please describe your duties and responsibilities. \_\_\_\_\_

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Mo.	Yr.	Mo.	Yr.				
Name of Supervisor						Supervisor's Position Title	

Explain reason for leaving. \_\_\_\_\_

Please describe your duties and responsibilities. \_\_\_\_\_

**MAY WE CONTACT THE EMPLOYERS LISTED ABOVE?** \_\_\_\_\_

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in the university, please attach a complete resume.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with the university will be based only on your merit and on no other consideration.

**PLEASE READ CAREFULLY  
APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. All the information you give will be considered in reviewing your application and is subject to investigation.

Signature of Applicant \_\_\_\_\_

Date Signed \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE**

INTERVIEW \_\_\_ Yes \_\_\_ No                      Date \_\_\_\_\_ Time \_\_\_\_\_

Result of Interview \_\_\_\_\_

Acceptable for Employment? \_\_\_\_\_ Starting Rate \_\_\_\_\_

Starting Date \_\_\_\_\_ Occupation \_\_\_\_\_

Interviewed by

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_