

Faculty Affairs Office
Equal Opportunity Affirmative Action Employer



HIRING MANAGER _____ JOB TITLE _____

APPLICANT – TYPE OR PRINT CLEARLY IN BLACK INK

Legal Name (Last)	(First)	(Middle)	Date of Application
Address (Street & Apartment No.)		City	State Zip
Work Phone ()		OK to call at work? Yes No	
Home Phone ()		Email Address:	

EDUCATION AND TRAINING – Please enter only the highest level of education you completed

	Name of School and Location	Dates Attended: From To	Did You Graduate?	Date Graduated (or Last Attended)	Degree or Diploma	Major Subject
College, University or Technical School						

BACKGROUND CHECK ATTESTATION AND CONSENT

1. Have you ever been convicted of a crime (a misdemeanor or a felony)? Yes No

2. Are you currently awaiting trial, awaiting a hearing, out on bail, released on your own recognizance, or are there any open warrants out against you, related to a misdemeanor or felony? Yes No

In answering the above two questions:

- You may ignore **infractions** (offenses that are less serious than a misdemeanor or felony)
- You may ignore any marijuana offenses in violation of Health and Safety Code sections 11357 (b), 11364, 11365, or 11550 **that are more than two years old**
- You may ignore any offenses for which the records have been sealed, expunged, or dismissed by law.

3. If you answered “yes” to either question #1 or #2, please explain the circumstances, including specific dates and locations. Existence of a criminal record is not an automatic bar to employment. Consideration will be given to the nature of the position being sought, specific offense, your age at the time of the offense, the period of time which has elapsed since the commission of the offense, and any extenuating circumstances.

4. Are you legally authorized to work in the U.S.? Yes No

5. Are you currently employed by Stanford Hospital and Clinics (SHC) or Lucile Packard Children’s Hospital at Stanford (LPCHS)?
Yes No By answering “Yes,” I authorize SHC or LPCHS to provide Stanford University with my dates of employment, positions held, and current salary information.

I authorize a thorough investigation of my prior employment, educational background, criminal record, and where applicable to a position, credit check and/or driving record. I agree to cooperate in such an investigation, to execute any consent forms required in connection with those investigations, and release from all liability and responsibility all persons or entities requesting or supplying such information. I understand that employment is conditional based on investigation results.

I certify that statements made on the application, on a resume, attachments hereto, or other supplementary materials provided by me are full and complete statements of the facts. I understand that false, misleading or omitted information can result in refusal of employment or termination in cases where erroneous information is discovered after employment has begun. I understand that if I am offered employment and accept, this employment application form becomes part of the terms and conditions of employment.

I understand that: Employment is contingent on supplying of documents for Employment Eligibility Verification. For employees assigned to work on certain federal contracts, employment verification must be completed using the E-Verify system.

Applicant’s Signature _____ Date _____