

STANFORD UNIVERSITY

Human Resources
3160 Porter Drive, Suite 250
Palo Alto, California 94304-8443

Employment Application



Equal Opportunity Employer
JOB REQUISITION NUMBER (if applicable) _____

APPLICANT - TYPE OR PRINT CLEARLY IN BLACK INK			
Name (Last) (First) (Middle)		Date of Application	If you are under 18 years of age, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address (Street & Apartment No.)		City	State Zip
		Work Phone ()	Home Phone ()
		OK to call at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address			
EMPLOYMENT RECORD – List Present or Most Recent Employment First. Complete even if accompanied by a resume.			
Employer	Position Title	Start Date	End Date
Street Address		Salary	Hrs. per week
City, State, Zip	Last Supervisor's Name	Employer's Phone ()	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties/Responsibilities:		Reason for Leaving	
Employer	Position Title	Start Date	End Date
Street Address		Salary	Hrs. per week
City, State, Zip	Last Supervisor's Name	Employer's Phone ()	
Describe Duties/Responsibilities:		Reason for Leaving	
Employer	Position Title	Start Date	End Date
Street Address		Salary	Hrs. per week
City, State, Zip	Last Supervisor's Name	Employer's Phone ()	
Describe Duties/Responsibilities:		Reason for Leaving	

EDUCATION AND TRAINING

	Name of School and Location	Dates Attended: From To		Did You Graduate?	Degree or Diploma	Semester Units	Quarter Units	Major Subject
High School								
College, University or Technical School								
College, University or Technical School								

Academic honors, awards, scholarships, professional organizations, volunteer activities, certificates, publications, licenses, or any other information you consider significant and relevant to employment at Stanford:

REFERENCES – List two recent supervisors and one colleague who have knowledge of your work experience or education.

Name	Mailing Address	Phone No. (Day)

- Have you ever been convicted of a crime (a misdemeanor or a felony)? Yes No
 - 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 a felony? Yes No
- In answering the above two questions:
- You may ignore **infractions** (offenses that are less serious than a misdemeanor or a felony).
 - You may ignore any marijuana offenses in violation of California 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.
- 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.
 - Are you legally authorized to work in the U.S.? Yes No
 - 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 _____

Persons with disabilities requiring accommodations for interviews may direct their requests to the hiring department at the time an interview is scheduled.