

# STANFORD UNIVERSITY

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

## Employment Application



Equal Opportunity Employer

JOB REQUISITION NUMBER (if applicable) \_\_\_\_\_

| <b>APPLICANT - TYPE OR PRINT CLEARLY IN BLACK INK</b>  |                        |                      |  |
|--|------------------------|----------------------|--|
| Name (Last) (First) (Middle)   |                        | Date of Application  | If you are under 18 years of age, do you have a work permit?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Address (Street & Apartment No.)   |                        | City State Zip       | Work Phone ( )<br>Home Phone ( )<br>OK to call at work? <input type="checkbox"/> Yes <input type="checkbox"/> No         |
| Email Address  |                        |                      |  |
| <b>EMPLOYMENT RECORD</b> – 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?<br><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:<br>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 (felony or misdemeanor)? Yes  No
  - Are you currently out on bail, released on your own recognizance, awaiting trial, or are there any open warrants against you related to a felony or misdemeanor? Yes  No
- In answering the above two questions:
- You may ignore minor traffic infractions (e.g., speeding, illegal turns, failure to stop completely, etc.)
  - 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.
  - Please answer "Yes" if you have been convicted (or are awaiting trial) for driving under the influence (DUI), driving while intoxicated (DWI), or other driving-related misdemeanor or felony.
- 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. If you answered "yes" to either question #1 or #2 above, please explain the circumstances, including specific dates and locations:
- 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.