



**CHANCELLOR'S  
OFFICE**

# EMPLOYMENT APPLICATION

*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT*

Please Note: Applicants who require any physical or other assistance in completing this application may contact the Human Resources Division at (541) 346-5832.

FOR OFFICE USE ONLY

<b>APPLICANT DATA</b>		JOB TITLE	JOB ANNOUNCEMENT NUMBER
NAME (as it appears on your Social Security Card)			
RESIDENCE ADDRESS	MAILING ADDRESS (if different from residence)	CITY, STATE, ZIP	
HOME TELEPHONE	WORK TELEPHONE (or message phone)	EMAIL ADDRESS	
ARE YOU OVER THE AGE OF 18? YES NO	ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES (IMMIGRATION REFORM AND CONTROL ACT OF 1986)? YES NO		
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING DISHONESTY?* YES NO			
*A conviction does not necessarily eliminate you from employment consideration. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply.			

## OREGON UNIVERSITY SYSTEM HISTORY

HAVE YOU EVER BEEN EMPLOYED OR ARE YOU CURRENTLY EMPLOYED BY AN OREGON UNIVERSITY SYSTEM INSTITUTION(S) OR BY THE CHANCELLOR'S OFFICE? YES NO	
IF YES, PLEASE PROVIDE US WITH THE NAME OF THE INSTITUTION AND DATES OF EMPLOYMENT:	
INSTITUTION(S)	FROM MONTH/YEAR TO MONTH / YEAR
LIST THE NAME AND DEPARTMENT OF ANY RELATIVES WHO WORK FOR THE CHANCELLOR'S OFFICE (This response is considered for placement purposes. OUS does not place relatives in positions which create supervisory/subordinate relationships)	

## EDUCATION/TRAINING

DO YOU HAVE THE EQUIVALENT OF A 12 <sup>th</sup> GRADE EDUCATION? YES NO					
NAME AND LOCATION OF POST HIGH-SCHOOL EDUCATION	COURSE OF STUDY	GRADUATED?		DEGREE (MAJOR / MINOR)	DATES (From/To) (Day/Month Only)
		YES	NO		
		YES	NO		
		YES	NO		
		YES	NO		

List each position separately, even if held with the same employer. Include all unpaid and volunteer work. List your work history in chronological order, with current or most recent job first. Describe each position separately, emphasizing your professional, supervisory, and committee duties. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary. **PLEASE NOTE: A RÉSUMÉ MAY BE ATTACHED, BUT WILL NOT BE ACCEPTED IN PLACE OF ANY INFORMATION ON THIS EMPLOYMENT APPLICATION. USE ADDITIONAL SHEETS IF YOU NEED MORE SPACE.**

## EMPLOYMENT HISTORY

EMPLOYER	EMPLOYMENT DATES From: Month:                      Year: To:
ADDRESS	HOURS WORKED PER WEEK (Average)
APPLICANT'S JOB TITLE	PRESENT / LAST ANNUAL SALARY
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING
MAJOR DUTIES (Be Specific)	

EMPLOYER	EMPLOYMENT DATES From: Month:                      Year: To:
ADDRESS	HOURS WORKED PER WEEK (Average)
APPLICANT'S JOB TITLE	PRESENT / LAST ANNUAL SALARY
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING
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NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING
MAJOR DUTIES (Be Specific)	

## EMPLOYMENT HISTORY (continued)

EMPLOYER	EMPLOYMENT DATES From: Month:                      Year: To:
ADDRESS	HOURS WORKED PER WEEK (Average)
APPLICANT'S JOB TITLE	PRESENT / LAST ANNUAL SALARY
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING
MAJOR DUTIES (Be Specific)	

EMPLOYER	EMPLOYMENT DATES From: Month:                      Year: To:
ADDRESS	HOURS WORKED PER WEEK (Average)
APPLICANT'S JOB TITLE	PRESENT / LAST ANNUAL SALARY
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING
MAJOR DUTIES (Be Specific)	

## SPECIALIZED SKILLS

LIST ANY COURSES, VOCATIONAL TRAINING, LICENSES, CERTIFICATES, PROFESSIONAL ORGANIZATION MEMBERSHIPS OR OTHER QUALIFICATIONS, WHICH HAVE BEARING ON YOUR SUITABILITY FOR THIS POSITION.

## COMPUTER SKILLS

LIST ALL SOFTWARE, HARDWARE, OR COMPUTER EQUIPMENT THAT YOU CAN USE PROFICIENTLY :

## PROFESSIONAL REFERENCES

NAME	ADDRESS	TELEPHONE NUMBER	OCCUPATION / TITLE

## POSITION INFORMATION

PLEASE HELP US TO EVALUATE OUR ADVERTISING EFFORTS BY TELLING US WHERE YOU **FIRST** HEARD ABOUT THIS POSITION.

POSITION TITLE	JOB ANNOUNCEMENT NUMBER
THE REGISTER GUARD THE OREGONIAN THE CHRONICLE OF HIGHER EDUCATION OTHER NEWSPAPER: PUBLICATION/JOURNAL (Which one?) STATE EMPLOYMENT OFFICE SCHOOL	INTERNET POSTING (Which web site(s))  CHANCELLOR'S OFFICE EMPLOYEE REFERRAL (Please provide us with her/his name) WALK-IN OTHER:

### PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that the information provided in this application and/or supplemental materials is freely given, true, and complete. I understand that any false, fraudulent, or misleading statements, answers, or information may be sufficient grounds for immediate rejection of my application, denial of employment, disciplinary action or dismissal from service if hired. I authorize the Chancellor's Office at the Oregon University System to thoroughly investigate my work and educational history and verify data provided on this application or given during the selection process. Furthermore, I also authorize the Chancellor's Office at the Oregon University System to conduct a criminal background investigation, check my driving record, or contact my present or past employers if necessary. I authorize all past employers mentioned herein to release employment information requested about me. I hereby release the Chancellor's Office at the Oregon University System, as well as any other agency, school, or company contacted from any liability or damage which may result from obtaining the information requested. The Chancellor's Office at the Oregon University System may make copies of my signed authorization to those contacted. By electronically submitting my application materials, I agree to the conditions stated above certifying the information, and this section is enforceable as if I had signed below.

SIGNATURE X \_\_\_\_\_ DATE \_\_\_\_\_

## Affirmative Action Data Sheet (Applicant)

**JOB TITLE**

**JOB ANNOUNCEMENT NUMBER**

This information is requested solely for statistical reporting purposes in nondiscrimination provisions of Federal and State law and the OUS Chancellor Office's Affirmative Action program. Your provision of this information is optional. Your decision to not complete all of the information in this section will not affect consideration of your application or subject you to any adverse treatment.

**When you have completed this form, please send it to the Human Resources Division, Oregon University System, P.O. Box 3175, Eugene, OR 97403-0175, or fax it to (541) 346-5783.** Thank you for your response.

<b>Name (print):</b>		<b>Date of Birth:</b>			
<b>Any Previous Association with OUS</b>	<b>Ethnicity</b>	<b>Gender</b>	<b>Veteran Status</b>		
Student	American Indian or Alaskan Native	Female	Special Disabled Veteran		
Applicant	Asian	Male	Veteran of the Vietnam Era		
Employee	Black or African-American		Other Eligible Veteran		
Contractor	Native Hawaiian or other Pacific Islander		None		
	White				
	Hispanic or Latino (all races)				
	Hispanic or Latino (White race only)				
	Hispanic or Latino (all other races)				

The following definitions may be of help to you in completing this sheet:

**Ethnic Group**

**American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine islands, Thailand, and Vietnam.

**Black or African-American:** A person having origins in any of the Black racial groups of Africa. Terms such as "haitian" or Negro" can be used in addition to "Black or African American".

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Hispanic or Latino (all races):** A person of Mexican, Puerto Rican, Cuban, Central, or South American or other Spanish culture or origin, regardless of race.

**Hispanic or Latino (White race only):** A person of Mexican, Puerto Rican, Cuban, Central, or South American or other Spanish culture or origin, and of the White race.

**Hispanic or Latino (White race only):** A person of Mexican, Puerto Rican, Cuban, Central, or South American or other Spanish culture or origin, and any race other than White.

**Veteran Status**

**Special Disabled Veteran:** A person who (A) is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veteran's Affairs for a disability (I) rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 1056 of Title 38, U.S.C. to have a serious employment handicap or (B) a person who was discharged or released from active duty because of a service-connected disability.

**Veteran of the Vietnam Era:** A person who (A) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (B) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.

**Other Eligible Veteran:** A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Campaigns or expeditions that meet this criterion may be identified in the OPM Vets Guide available through the Office of Personnel Management (OPM). An OPM contact number may be found in the telephone book under Federal Government, or the information is available on the internet at <http://www.opm.gov/veterans/html/vgmedal2.htm>.

Employment Application updated in March, 2001