



5500 N. St. Louis Avenue • Chicago, IL 60625

Employment Application

Last Name

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit No.	
City		State		Zip	
Phone ()		Email Address			
Date Available		Social Security No. XXX-XX-____		Desired Salary <i>(optional)</i>	
Position Applied for				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Previously employed by Northeastern Illinois University? YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, when?			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, explain:			

First Name

EDUCATION

High School		Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Address		Degree			
College		Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Address		Degree			
College		Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Address		Degree			
Other		Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Address		Degree			

Middle Initial

MILITARY SERVICE

Veteran YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, please include copy of DD214			
Branch	Type of Discharge	From	To		

EMPLOYMENT HISTORY *(Please list most recent experience first and use MM [month] and YY [year] format for ALL employment dates).*

Company		Phone ()	
Address		Supervisor	
Job Title	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Starting Salary \$	Ending Salary \$
Responsibilities			
From (MM/YY)	To (MM/YY)	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Starting Salary \$	Ending Salary \$
Responsibilities			
From(MM/YY)	To (MM/YY)	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Starting Salary \$	Ending Salary \$
Responsibilities			
From(MM/YY)	To (MM/YY)	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Starting Salary \$	Ending Salary \$
Responsibilities			
From(MM/YY)	To (MM/YY)	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

REFERENCES *(Please list three professional references.)*

Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

How did you hear about the vacancy at NEIU? *(Please check all that apply.)*

- NEIU website? _____
 Newspaper? Name? _____
 NEIU employee? Name? _____
 Job Fair? Name? _____
 Radio? _____
 Other? _____

DISCLAIMER AND SIGNATURE

The filing of this application and the acceptance thereof does not indicate that there are positions open, and in no way obligates Northeastern Illinois University. The information contained herein will be considered private and is, together with all attached papers, photos, etc., the property of Northeastern Illinois University.

In making this application for employment, you give your consent to a background check. This includes authorizing Northeastern Illinois University to investigate all references and to secure additional information about you as related to this employment application, including and not limited to contacting law enforcement and consumer reporting agencies. ***I understand that any offer of employment I may have received from NEIU is contingent upon the results of this background check. _____ Initials.***

In compliance with Federal Regulations and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f), Northeastern Illinois University takes this opportunity to inform you that its Safety and Security Information report is available on the University's webpage at http://www.neiu.edu/clery_report.html. Any individual who wishes a paper copy of the Safety and Security Information report may obtain one upon request from the Department of University Police.

I understand that applications must be fully, accurately, and honestly completed. Any misrepresentation or omission of facts called for in the application or other university records will be cause for rejection of the application, or will be sufficient grounds for termination of employment at any time thereafter. I certify that my submissions are true and complete to the best of my knowledge.

The undersigned hereby certifies that I am not in default, for a period of six months or more for the repayment of \$600 or more of any educational loan guaranteed by the Illinois Student Assistance Commission or made by an Illinois institution of higher education or any other loan made public funds for the purpose of financing my attendance at an institution of higher education.

If this application leads to employment, I also understand that false or misleading information submitted by me or presented by me in any submitted documentation or during an interview process may also be sufficient grounds for termination of employment at any time thereafter.

Signature

Date